

Adding & Tracking Licenses/Certifications via UVA Workday

UVA Facilities Management Occupational Programs



Rev. 11.01.2023

Beginning January 1, 2024, Workday will be used to track the status of employee licenses and certifications. Workday will send automated reminders to employees and their supervisors when licenses/certifications are about to expire. Reminders will be sent 60 days prior to expiration, 30 days prior to expiration, and the day of expiration. Reminders will be sent directly to UVA email accounts from Workday and provide instructions for renewing your expiring license or certification.

Adding your license/certification(s) to your Workday profile can only be done via the your computer or laptop.

Contact FM-Training@virginia.edu for assistance.

Add Your Licenses and Certifications to Your Workday Profile:

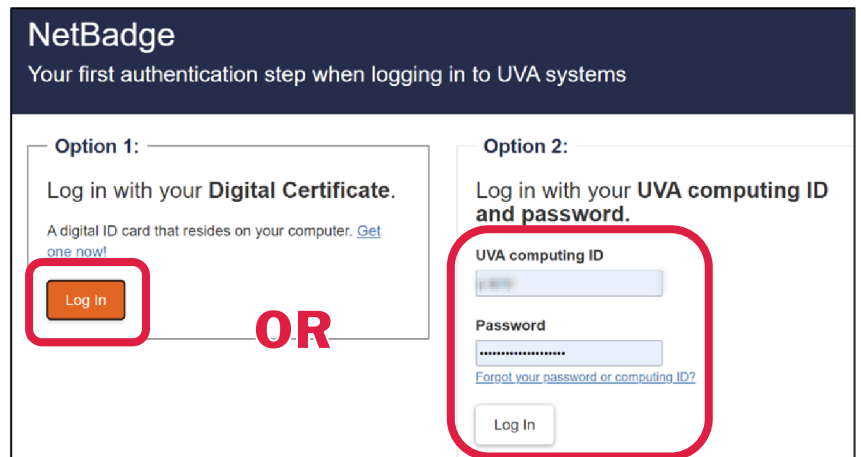
1. Access the Workday homepage.



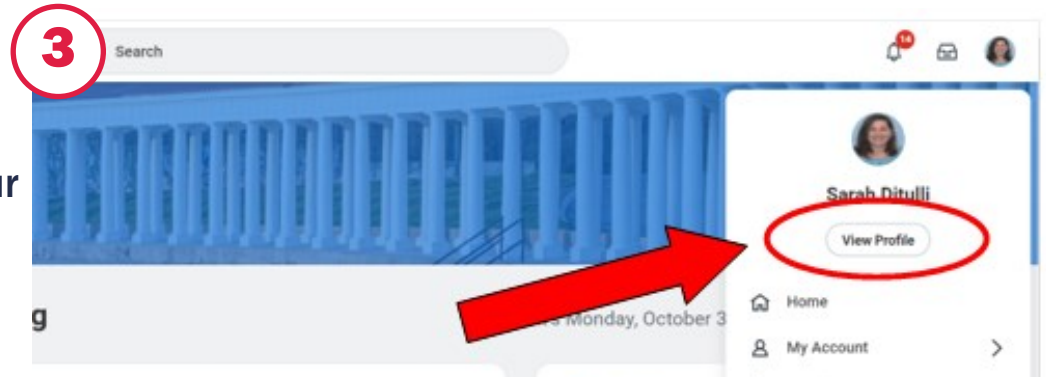
There are a variety of ways to access Workday. One easy way is through the UVA Human Resources website (<https://hr.virginia.edu>), and select the “Workday Login” button at the top of the screen:



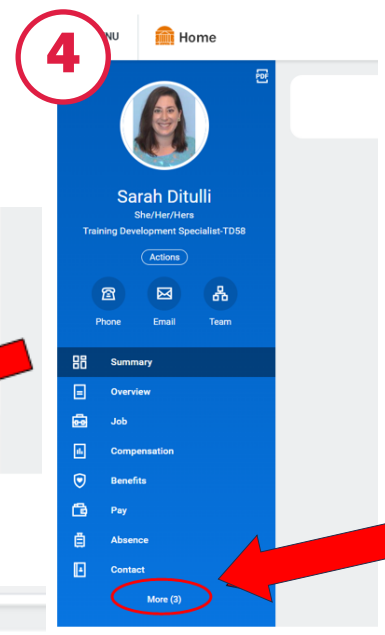
2. Log in using your UVA Digital Certificate or your UVA Computing ID/Netbadge password and follow the DUO login prompt.



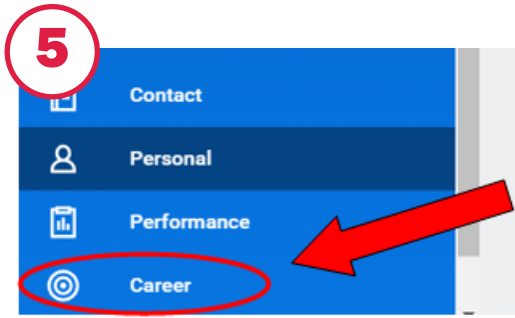
3. In the upper right corner of your Workday homepage, click on your icon and select the “View Profile”. button.



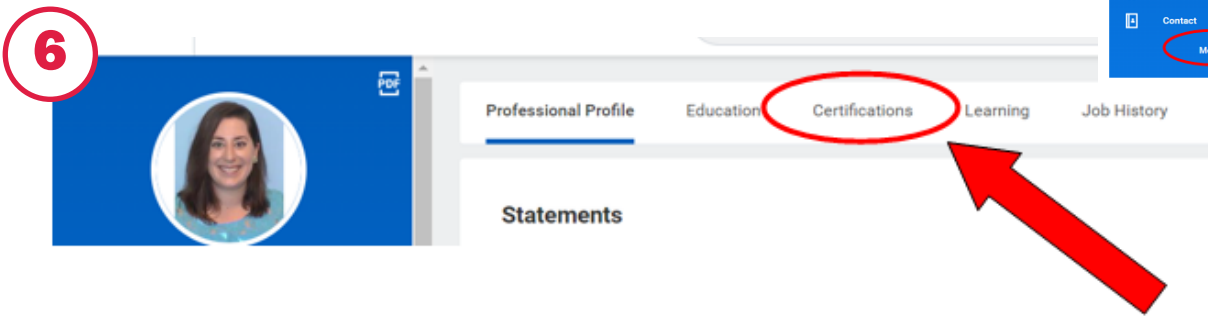
4. Along the left side of the page, under your profile picture, select "More" at the bottom of the list.



5. Select “Career” at the bottom of the list.



6. Along the tabs at the top of the page in the Career section, select “Certifications.”



7. At the bottom of the Certifications page, click the “Add” button to begin adding your license/certification(s).



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8. Add the information for your license/certification. In the “Certification” area, you may search to find your license or certification type. TRADESPEOPLE should search using the term “Trade” to find their license type. There will be two options available:

- 1) “Journey or master level license in a trade” should be used if you only have one trade license.
- 2) “Journey or master level licenses in two or more trades” should be used if you have more than one trade license.

9. Attach a picture of your current license(s)/certification(s) and click “Submit.”
If you hold more than one trade license, you will need to attach pictures of all current licenses.

10. Click “Submit”.

Add Certification Sarah Ditulli

Rules for Adding a Certification:

- Do not enter BLS, ACLS, or PALS here. These are tracked in Workday Learning by Life Support Learning Center.
- Do not add/edit/remove a certification/license that is required for your job unless it is due after hire
- If adding a nursing specialty, you must enter a specialty code.
- Do not enter a Specialty Code if you are adding a certification.
- If your certification/license is required for your job, you must enter a specialty code.

Search Results (3) field

- Journey or master level license in a trade - Issuer Not Required
- Journey or master level licenses in two or more trades - Issuer Not Required
- Certification or licensure in one or more areas such as building trades, instrumentation, building automation systems, fire systems, and life safety - Issuer Not Required

Country

Certification * trade

If you cannot find the certification, check here

Certification number

Issued Date MM/DD/YYYY

Expiration Date MM/DD/YYYY

Specialties

*Specialty	Subspecialty
No Data	

Attachments

Remove

Add

enter your comment

Submit Save for Later Cancel

Contact Occupational Training at FM-Training@virginia.edu with questions or concerns.