



**Talent Acquisition Job Aid**

# **MAKING CORRECTIONS**

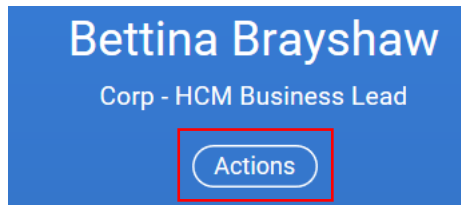
**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID  
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

# Making Corrections

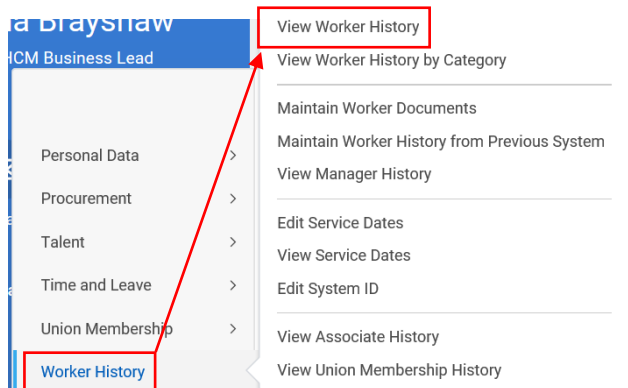
## CORRECTING DATES

TA can correct hire dates by correcting the business process.

1. Type a manager's or associate's name into the search bar.
2. Click on the name (not the Supervisory Organization).
3. Click the **Actions** button.



4. Click **Worker History**, then **View Worker History**.



5. Choose the business process that needs to be corrected by clicking on the **Actions** button.



View Worker History by Category

Worker History 27 items

Business Process	Effective Date
(Rescinded)	
Compensation Change: Bettina Brayshaw - 40066709 Corp - HCM Business Lead	01/28/2018
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