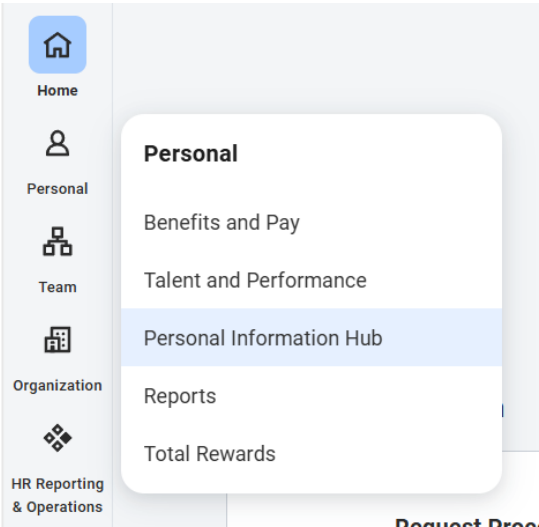


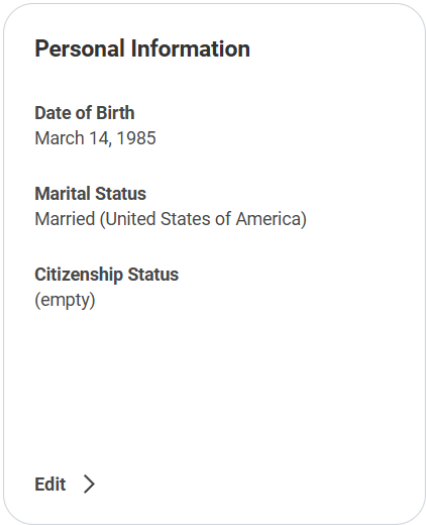
# Workday: Adding Military Service to your Profile

## ACCESS YOUR PERSONAL INFORMATION

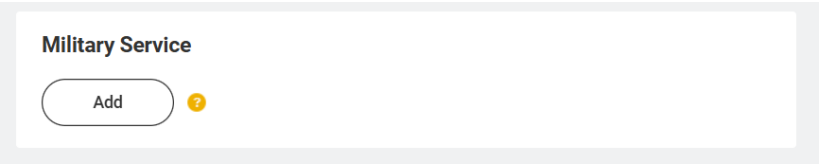
- 1. From the navigation menus on the left side of the screen, go to Personal, then down to Personal Information.



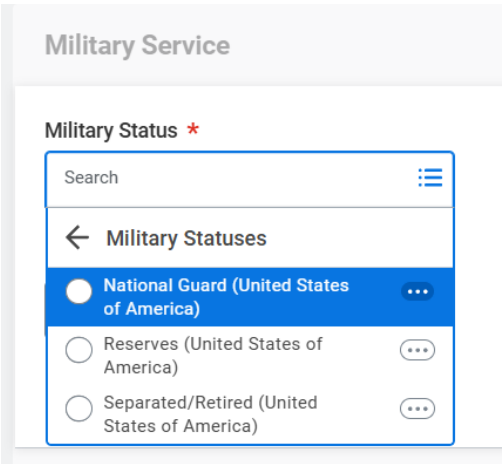
- 2. In the Personal Information tile, click Edit at the bottom.



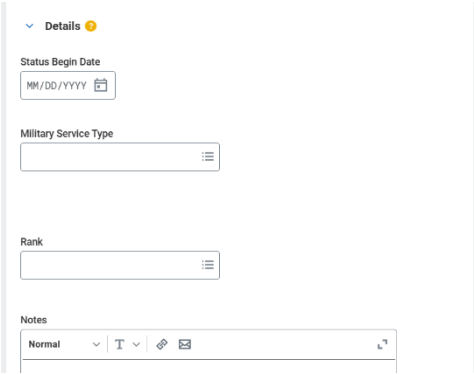
- 3. Scroll to the bottom of the screen, to the Military Service section, and click Add.



- 4. Select your Military Status from the drop-down list (Reserves, National Guard or Separated/Retired).

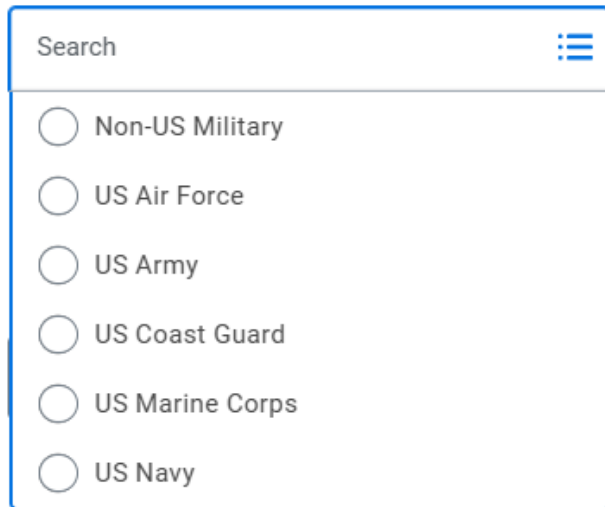


- 5. Click the ">" to expand the Details section.



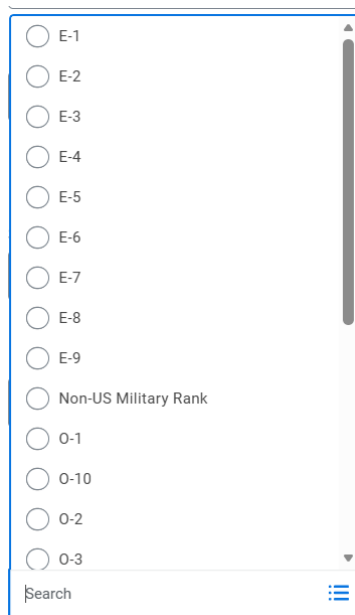
6. Fill in the **Status Begin Date**.
7. Select your branch of the military under **Military Service Type** using the drop-down selections.

#### Military Service Type



A screenshot of a web form titled "Military Service Type". It features a search bar at the top with a blue "Search" button and a blue menu icon. Below the search bar is a list of radio button options: "Non-US Military", "US Air Force", "US Army", "US Coast Guard", "US Marine Corps", and "US Navy".

8. Select your rank under the Rank drop down list.



A screenshot of a web form titled "Rank". It features a search bar at the top with a blue "Search" button and a blue menu icon. Below the search bar is a list of radio button options: "E-1", "E-2", "E-3", "E-4", "E-5", "E-6", "E-7", "E-8", "E-9", "Non-US Military Rank", "O-1", "O-10", "O-2", and "O-3".

9. Click **Submit** at the bottom of the page to save your changes.

This needs to be completed in order to receive the Military Time Off allotment of hours.

#### USING THE TIME OFF

To use **Military Time Off Leave Pay**, you can request the hours via the drop-down menu where you request time off in UKG (Kronos) or the appropriate timekeeping system.

Any unused hours remaining in the Military Time Off bank at the end of the year will be removed and a new allotment of hours will be given.