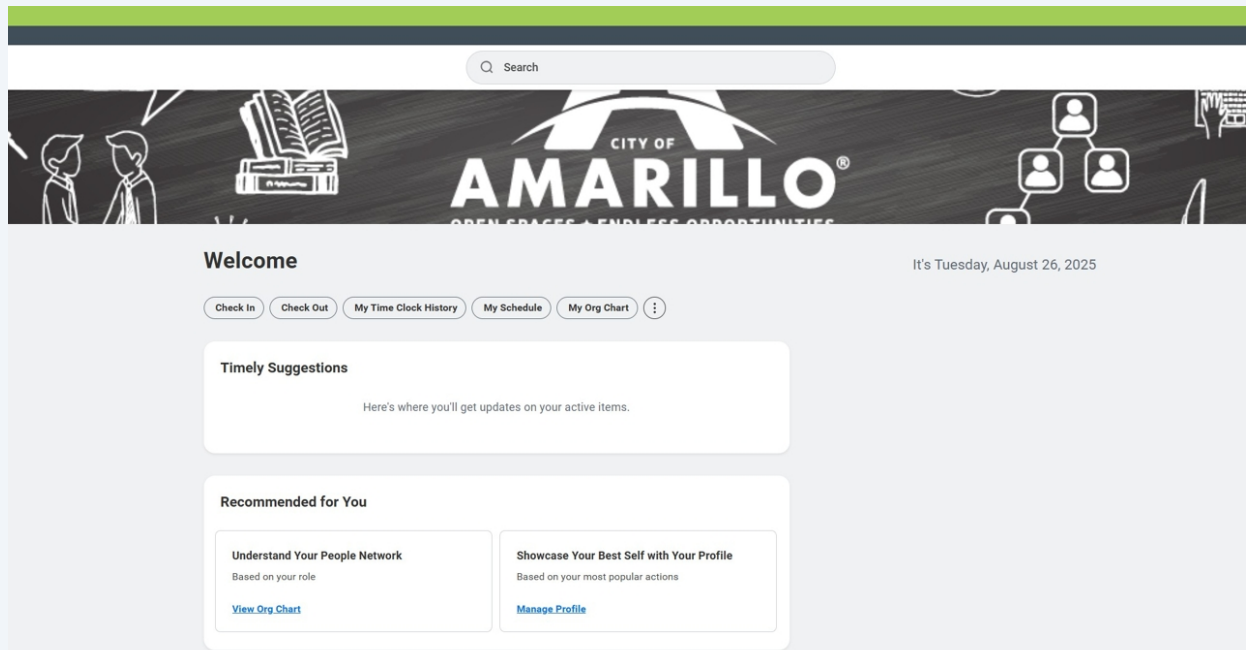
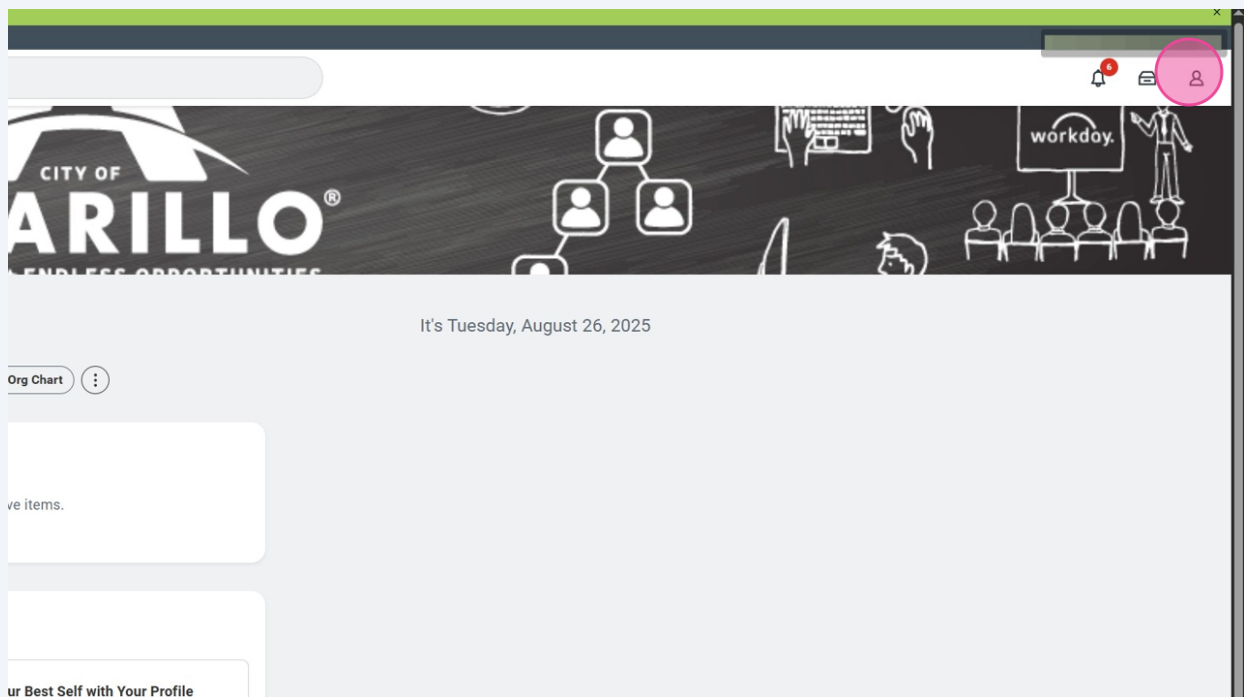


How to Update Clothing Election in Workday.

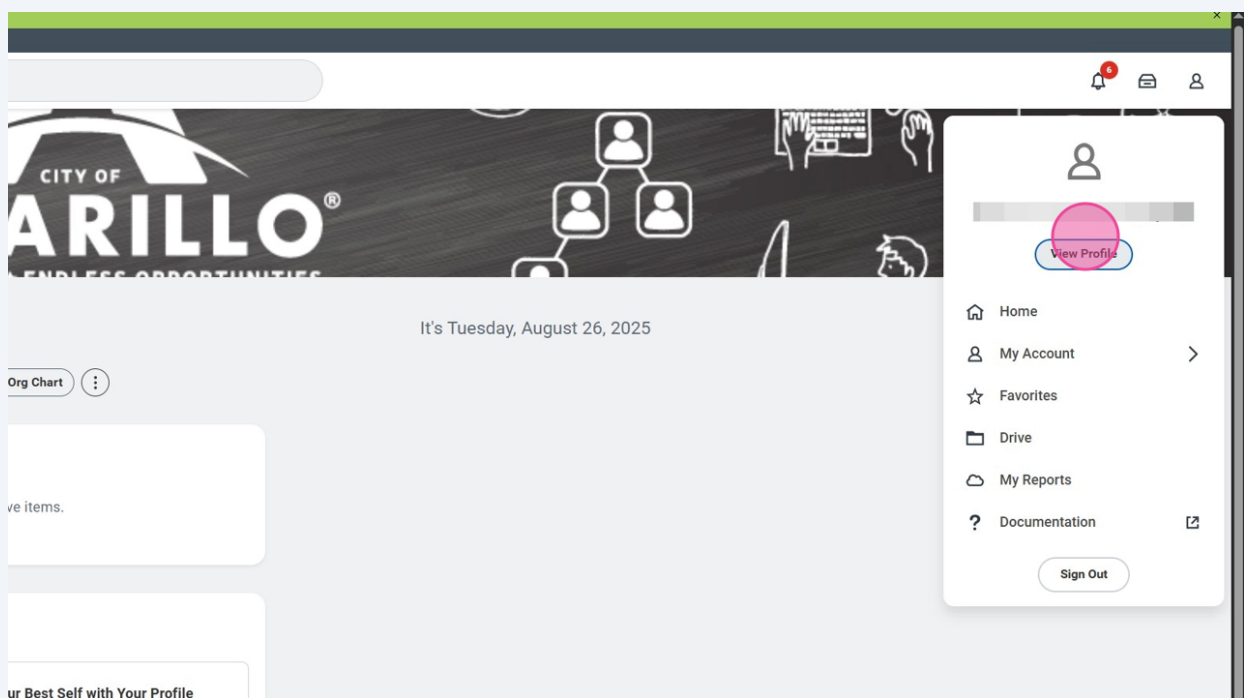
- 1 Navigate to your homepage in Workday.



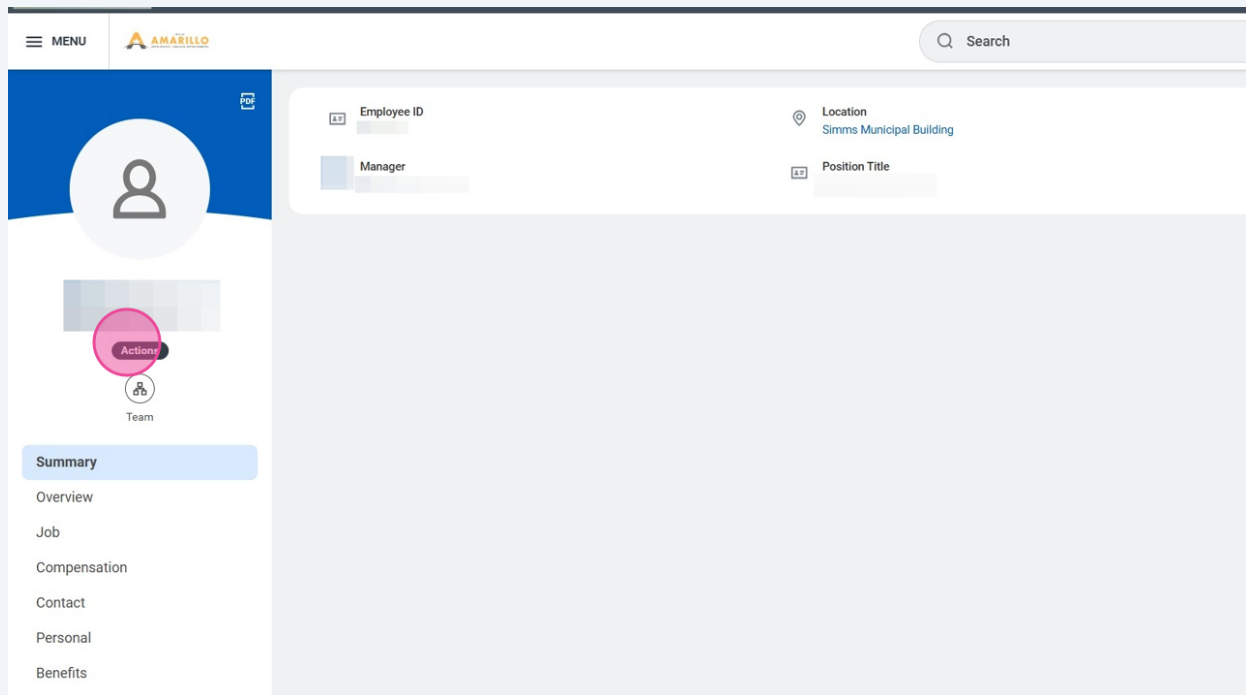
2 Click this icon in the top right-hand corner.



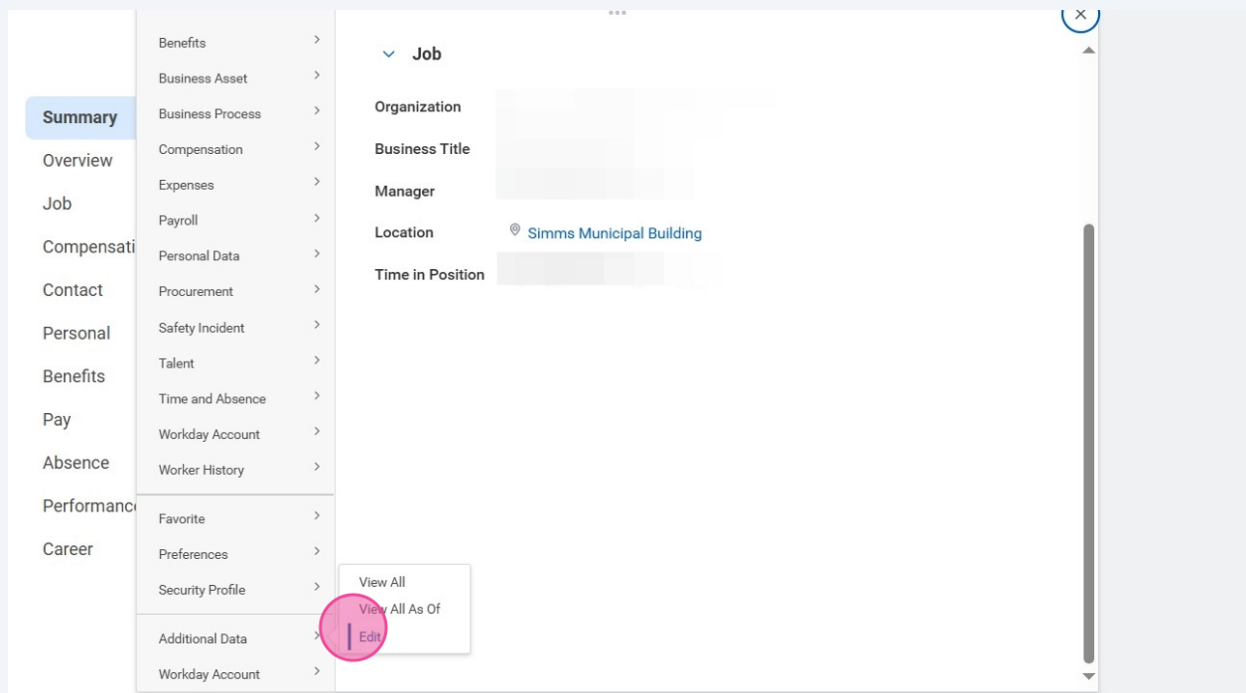
3 Click "View Profile"



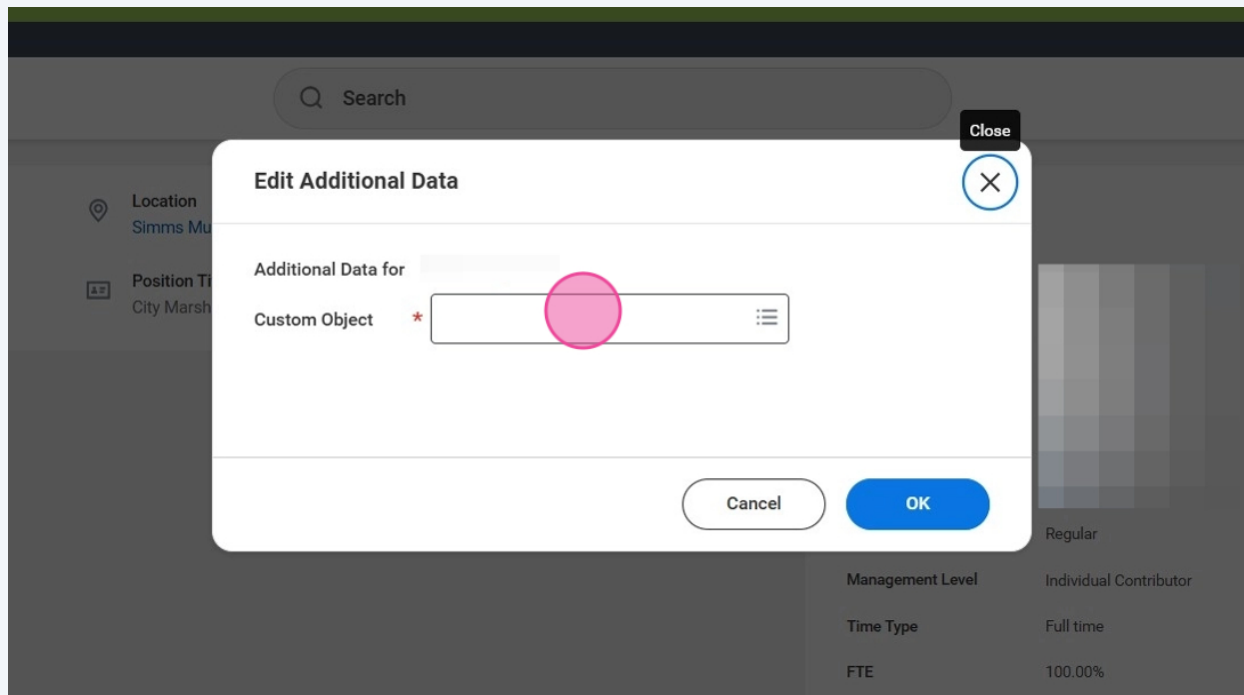
4 Click "Actions"



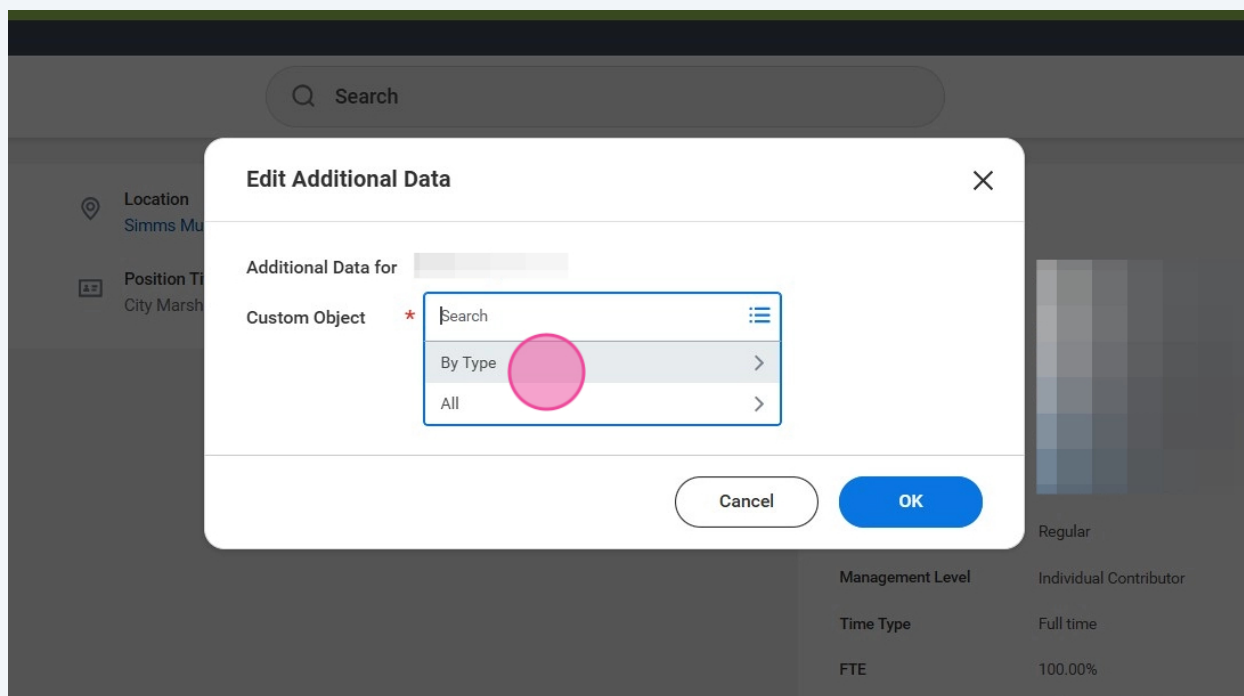
5 Click "Edit"



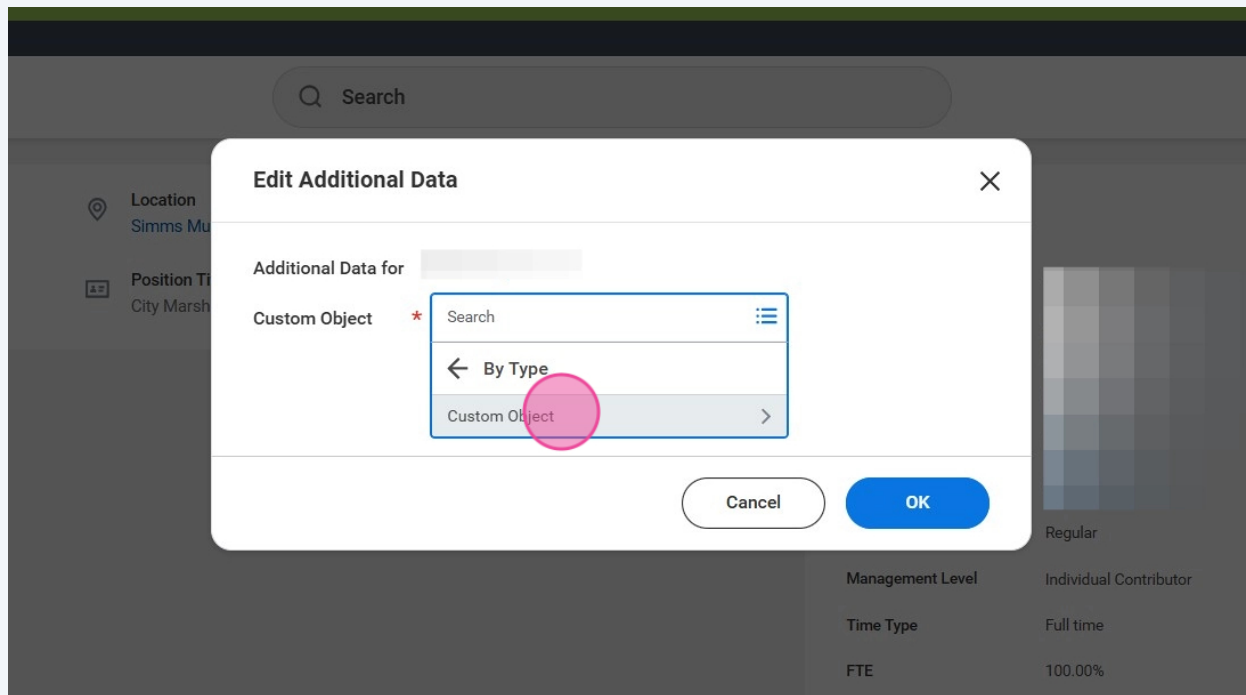
6 Click the "Custom Object" field.



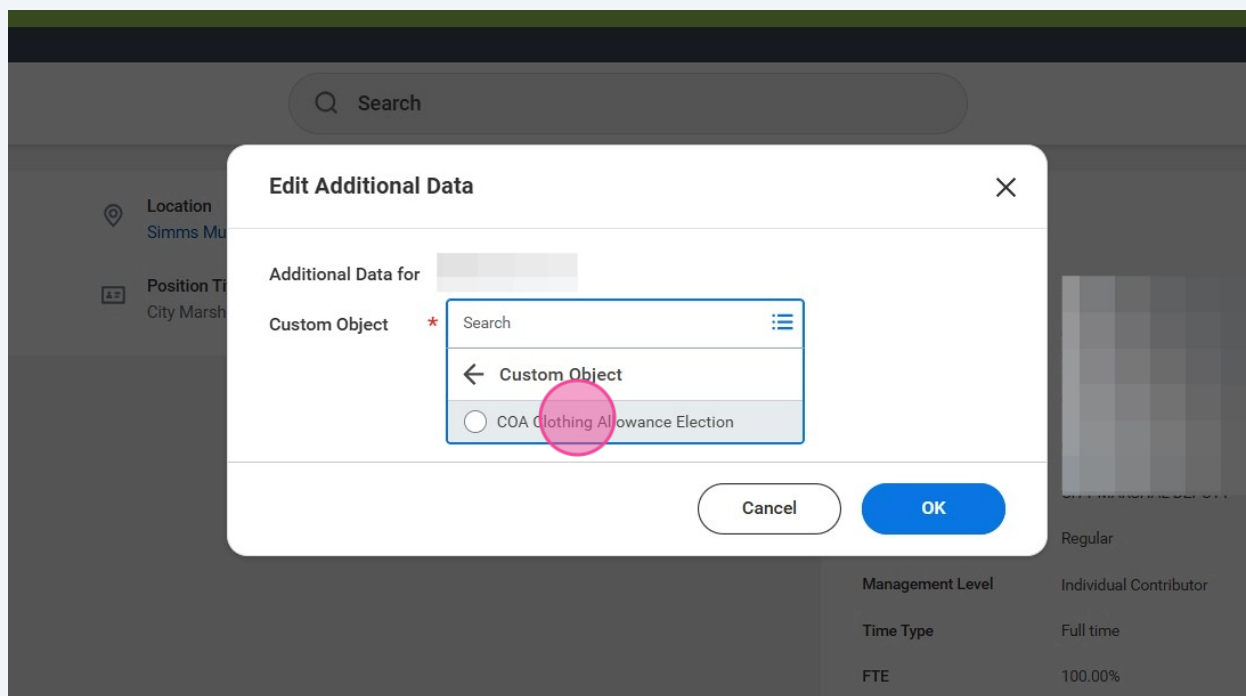
7 Click "By Type"



8 Click "Custom Object"



9 Click "COA Clothing Allowance Election"



10 Click "OK"

Search

Location
Simms Mu

Position Title
City Marsh

Regular

Management Level
Individual Contributor

Time Type
Full time

FTE
100.00%

Edit Additional Data

Additional Data for [blurred]

Custom Object * COA Clothing Allowance Election

Cancel OK

11 Be sure to read all Help Text for this item before making your election.

MENU AMARILLO Search

Edit Additional Data

Custom Object COA Clothing Allowance Election

Instructions

City of Amarillo
Clothing Allowance Election Form
Fiscal year beginning October 2025

By making my selection and submitting this electronic form, I agree to the method of payment for my Clothing incentive. This agreement will be effective on the first full pay period

I understand that I may only change my election during a future designated annual election period.

I acknowledge that if I elect the Lump Sum option and I leave City employment prior to the end of a fiscal year, I authorize the City of Amarillo to deduct out of my final paycheck the

COA Clothing Allowance Election

Clothing Allowance Election

- 12 Make your election for Clothing Allowance. (In this case, the employee is electing "Clothing - Lump Sum")

Custom Object

COA Clothing Allowance Election

Instructions

City of Amarillo

Clothing Allowance Election Form

Fiscal year beginning October 2025

By making my selection and submitting this electronic form, I agree to the method of payment for my Clothing incentive. This agreement will be eff

I understand that I may only change my election during a future designated annual election period.

I acknowledge that if I elect the Lump Sum option and I leave City employment prior to the end of a fiscal year, I authorize the City of Amarillo to dec

COA Clothing Allowance Election

Clothing Allowance Election

Search

☐ Clothing - Biweekly

☐ Clothing - Lump Sum

- 13 Once you have made your election, click "OK".

COA Clothing Allowance Election

Clothing Allowance Election

× Clothing - Lump Sum

OK

Cancel

- 14 Be sure to review your election for accuracy and make any changes, if needed.

The screenshot shows a web application interface. At the top, there is a navigation bar with a 'MENU' icon and the 'AMARILLO' logo. A search bar is located on the right. Below the navigation bar is a blue header with the text 'Edit Additional Data' and a dropdown menu. The main content area is white and contains the following text:

Custom Object COA Clothing Allowance Election

Instructions

City of Amarillo
Clothing Allowance Election Form
Fiscal year beginning October 2025

By making my selection and submitting this electronic form, I agree to the method of payment for my Clothing incentive. This agreement will be effective on the first full pay period.

I understand that I may only change my election during a future designated annual election period.

I acknowledge that if I elect the Lump Sum option and I leave City employment prior to the end of a fiscal year, I authorize the City of Amarillo to deduct out of my final paycheck the amount of the election.

COA Clothing Allowance Election

Clothing Allowance Election Clothing - Lump Sum

- 15 Click "Done" to submit your election.

The screenshot shows the 'COA Clothing Allowance Election' page. At the top, there is a header with the text 'COA Clothing Allowance Election'. Below the header, there is a section titled 'Clothing Allowance Election' with the text 'Clothing - Lump Sum'. At the bottom of the page, there is a blue button with the text 'Done'.