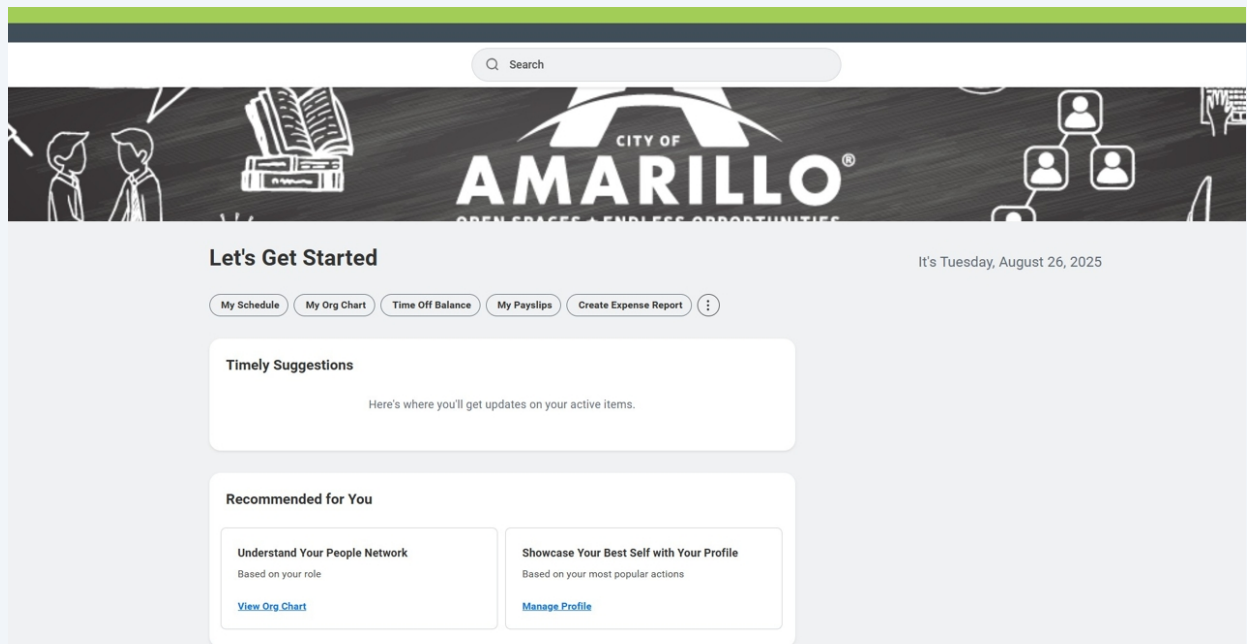
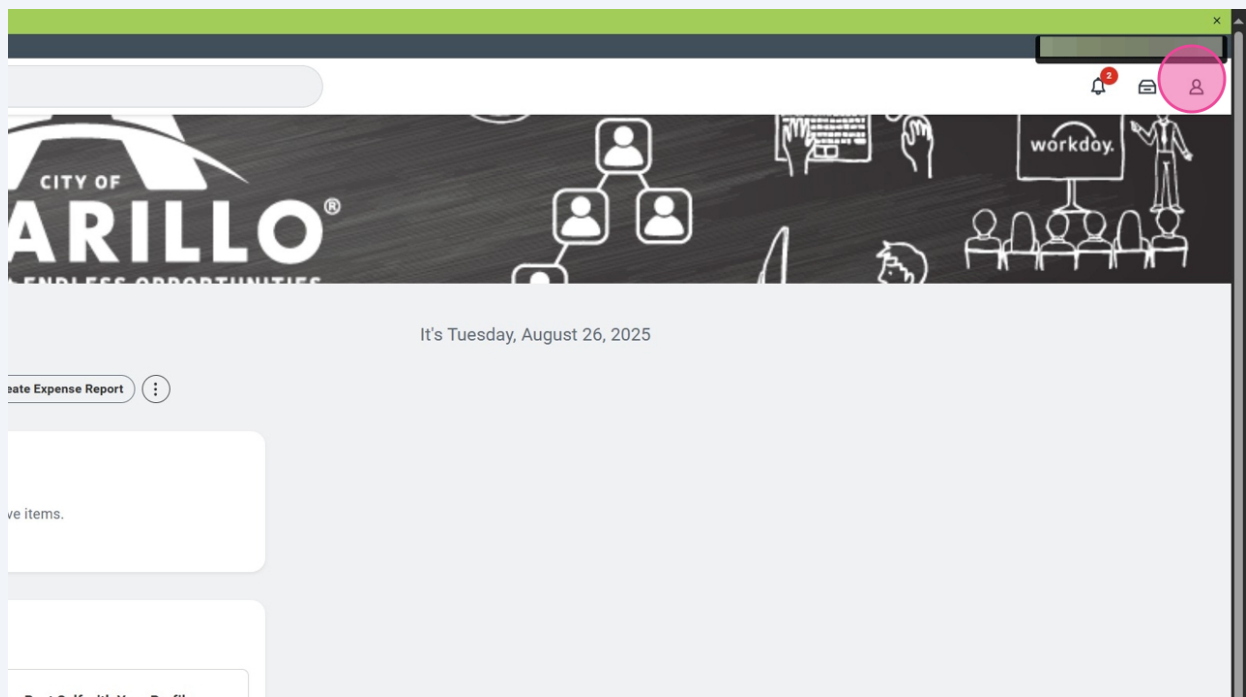


How to Update Clothing, Longevity, and Holiday Elections

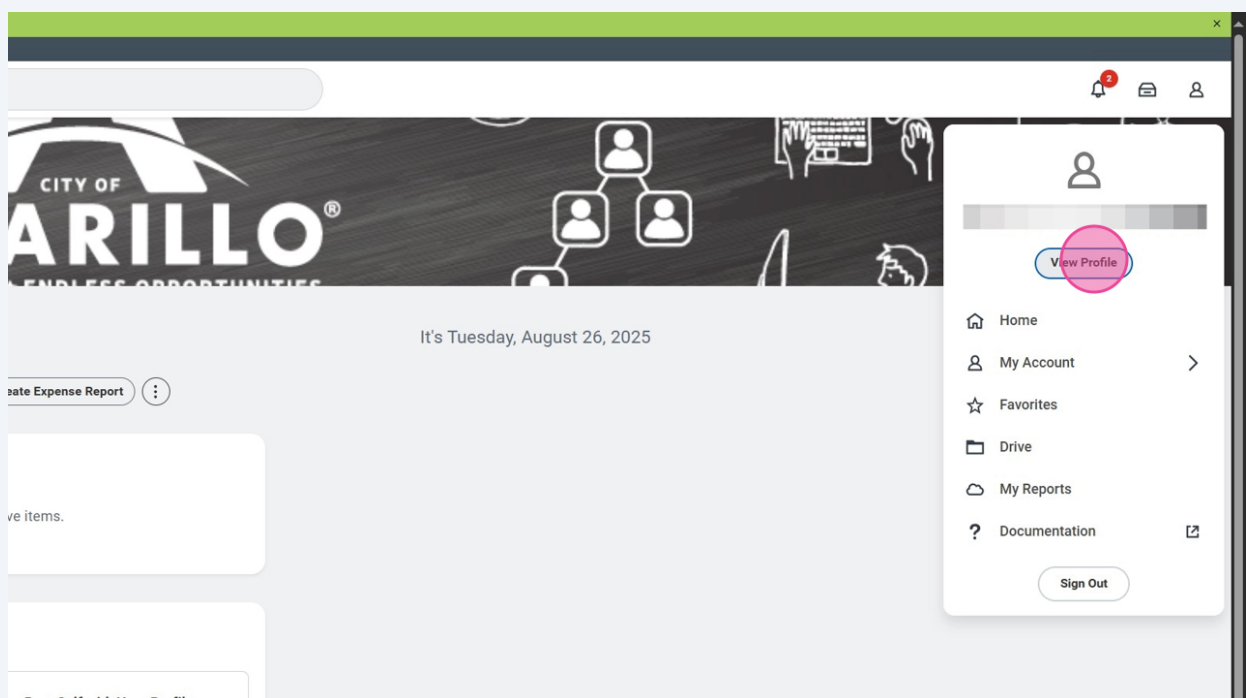
- 1 Navigate to your homepage in Workday.



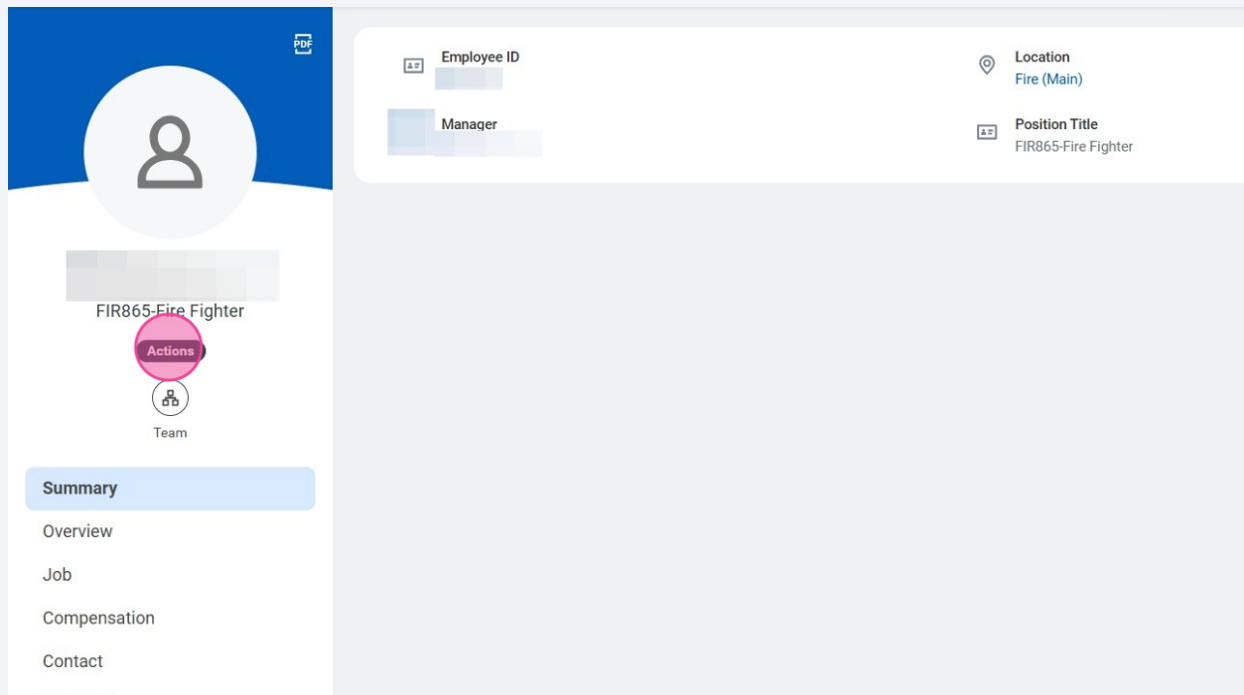
2 Click this icon in the top right-hand corner.



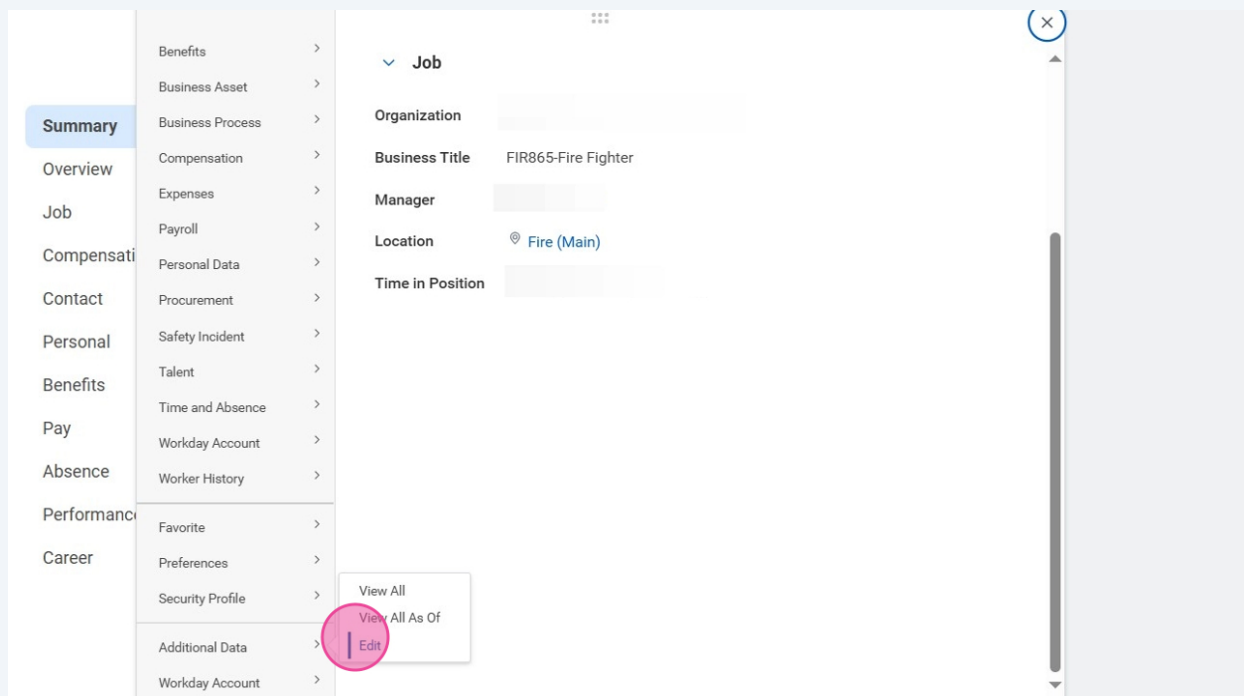
3 Click "View Profile"



4 Once you are in your Profile, click "Actions"



5 Click "Edit"



6 Click the "Custom Object" field.

The screenshot shows a web application interface with a search bar at the top. A modal dialog titled "Edit Additional Data" is open. Inside the dialog, there is a section "Additional Data for" followed by a blurred text field. Below this, the "Custom Object" field is highlighted with a pink circle. To the right of the "Custom Object" label is a red asterisk and a dropdown menu icon. At the bottom of the dialog are "Cancel" and "OK" buttons. In the background, a table is partially visible with columns for "Location", "Position", "Management Level", "Time Type", and "FTE".

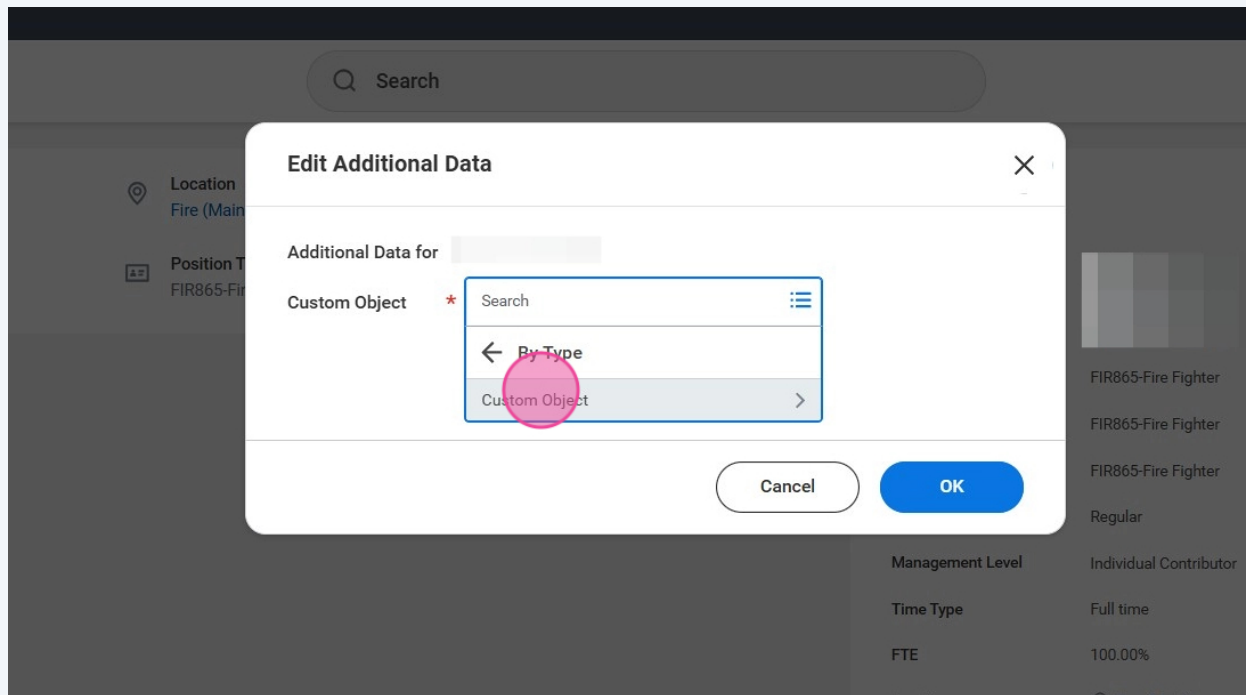
Location	Position	Management Level	Time Type	FTE
Fire (Main)	FIR865-Fire	Individual Contributor	Full time	100.00%

7 Click "By Type"

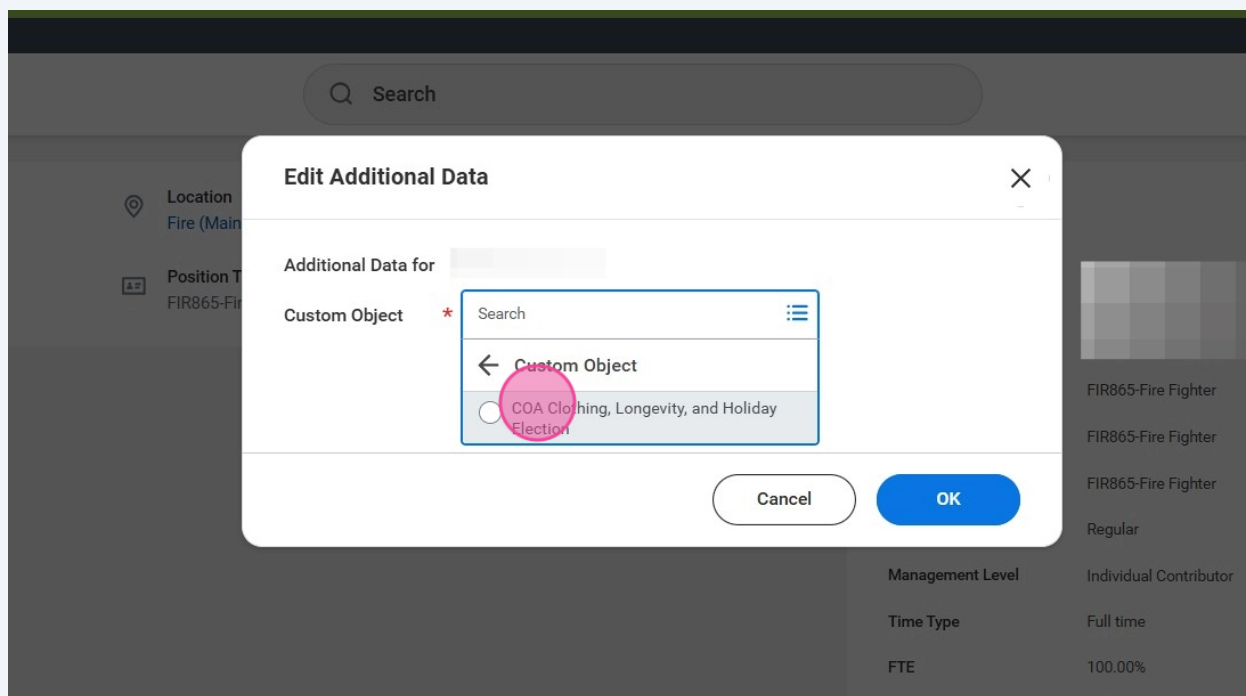
This screenshot shows the same "Edit Additional Data" dialog box as in the previous step. The "Custom Object" dropdown menu is now open, showing three options: "Search", "By Type", and "All". The "By Type" option is highlighted with a pink circle. The "Search" and "All" options also have right-pointing chevrons. The "Cancel" and "OK" buttons remain at the bottom of the dialog.

Location	Position	Management Level	Time Type	FTE
Fire (Main)	FIR865-Fire	Individual Contributor	Full time	100.00%

8 Click "Custom Object"



9 Click "COA Clothing, Longevity, and Holiday Election"



10 Click "OK"

Search

Location
Fire (Main)

Position
FIR865-Fire Fighter

Management Level
Individual Contributor

Time Type
Full time

FTE
100.00%

Edit Additional Data

Additional Data for [blurred]

Custom Object * COA Clothing, Longevity, and Holiday Election

Cancel OK

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

Edit Additional Data

Custom Object COA Clothing, Longevity, and Holiday Election

Instructions

Help Text for Custom Object Edit
City of Amarillo Fire Department
Longevity, Clothing, & Paid Holiday 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 Longevity and Clothing incentive. This agreement will be effective on the first full pay period of Fiscal Year 25/26 and will I understand that I may only change my elections 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 unearned portion of the Lump Sum amount

As a full-time Sworn TLGC 142 Firefighter you will continue to accrue annual leave equal to your normal shift hours for all City-recognized holidays. Any employee that is scheduled off and does not work the holiday will have t

Sworn Fire employees have two options as to how his/her holiday is handled in payroll. Please read carefully and choose only one.

COA Clothing, Longevity, and Holiday Election

Clothing Allowance Election [dropdown]

Longevity Allowance Election [dropdown]

Holiday Worked Election [dropdown]

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

Custom Object COA Clothing, Longevity, and Holiday Election

Instructions

Help Text for Custom Object Edit
City of Amarillo Fire Department
Longevity, Clothing, & Paid Holiday 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 Longevity and Clothing incentive. This agreement will be effective on the fi

I understand that I may only change my elections 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

As a full-time Sworn TLGC 142 Firefighter you will continue to accrue annual leave equal to your normal shift hours for all City-recognized holidays. Any employee that is schedu

Sworn Fire employees have two options as to how his/her holiday is handled in payroll. Please read carefully and choose only one.

COA Clothing, Longevity, and Holiday Election

Clothing Allowance Election

Search

- ☐ Clothing - Biweekly
- ☒ Clothing - Lump Sum

Longevity Allowance Election

Holiday Worked Election

13 Make your election for Longevity Allowance. (In this case, the employee is electing "Longevity - Biweekly")

Custom Object COA Clothing, Longevity, and Holiday Election

Instructions

Help Text for Custom Object Edit
City of Amarillo Fire Department
Longevity, Clothing, & Paid Holiday 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 Longevity and Clothing incentive. This agreement will be effective on the

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As a full-time Sworn TLGC 142 Firefighter you will continue to accrue annual leave equal to your normal shift hours for all City-recognized holidays. Any employee that is sched

Sworn Fire employees have two options as to how his/her holiday is handled in payroll. Please read carefully and choose only one.

COA Clothing, Longevity, and Holiday Election

Clothing Allowance Election

- ☒ Longevity - Biweekly
- ☐ Longevity - Lump Sum

Longevity Allowance Election

Search

Holiday Worked Election

14

Make your election for Holiday Worked. (In this case, the employee is electing "I opt to be paid for the annual leave accrued if I work on a recognized holiday, up to my normal shift duration, plus hours worked")

Custom Object COA Clothing, Longevity, and Holiday Election

Instructions

Help Text for Custom Object Edit
City of Amarillo Fire Department
Longevity, Clothing, & Paid Holiday 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 Longevity and Clothing incentive. This agreement will be effective on the
 I understand that I may only change my elections 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
 As a full-time Sworn TLGC 142 Firefighter you will continue to accrue annual leave equal to your normal shift hours for all City-recognized holidays. Any employee that is sched
 Sworn Fire employees have two options as to how his/her holiday is handled in payroll. Please read carefully and choose only one.

COA Clothing, Longevity, and Holiday Election

Clothing Allowance Election

Longevity Allowance Election

Holiday Worked Election

- ☐ I opt to the method of adding my accrued holiday hours to my annual leave balance
- ☒ I opt to be paid for the annual leave accrued if I work on a recognized holiday, up to my normal shift duration, plus hours worked

Search

15

Once you have made all three elections, click "OK"

As a full-time Sworn TLGC 142 Firefighter you will continue to accrue annual leave equal to your normal shift hours for all City-recognized holidays. Any employee that is sched
 Sworn Fire employees have two options as to how his/her holiday is handled in payroll. Please read carefully and choose only one.

COA Clothing, Longevity, and Holiday Election

Clothing Allowance Election

× Clothing - Lump Sum

Longevity Allowance Election

× Longevity - Biweekly

Holiday Worked Election

I opt to be paid for the annual leave accrued if I work on a
 × recognized holiday, up to my normal shift duration, plus hours worked

OK

Cancel

16 Be sure to review your elections for accuracy and make any changes, if needed.

MENU

AMARILLO

Search

Edit Additional Data

Custom Object

COA Clothing, Longevity, and Holiday Election

Instructions

Help Text for Custom Object Edit

City of Amarillo Fire Department

Longevity, Clothing, & Paid Holiday Election Form

Fiscal year beginning October 2025

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I understand that I may only change my elections 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 unearned portion of the Lump Sum a

As a full-time Sworn TLGC 142 Firefighter you will continue to accrue annual leave equal to your normal shift hours for all City-recognized holidays. Any employee that is scheduled off and does not work the holiday will

Sworn Fire employees have two options as to how his/her holiday is handled in payroll. Please read carefully and choose only one.

COA Clothing, Longevity, and Holiday Election

Clothing Allowance Election

Clothing - Lump Sum

Longevity Allowance Election

Longevity - Biweekly

Holiday Worked Election

I opt to be paid for the annual leave accrued if I work on a recognized holiday, up to my normal shift duration, plus hours worked

17 Click "Done" to submit your elections.

COA Clothing, Longevity, and Holiday Election

Clothing Allowance Election

Clothing - Lump Sum

Longevity Allowance Election

Longevity - Biweekly

Holiday Worked Election

I opt to be paid for the annual leave accrued if I work on a recognized holiday, up to my normal shift duration, plus h

Done