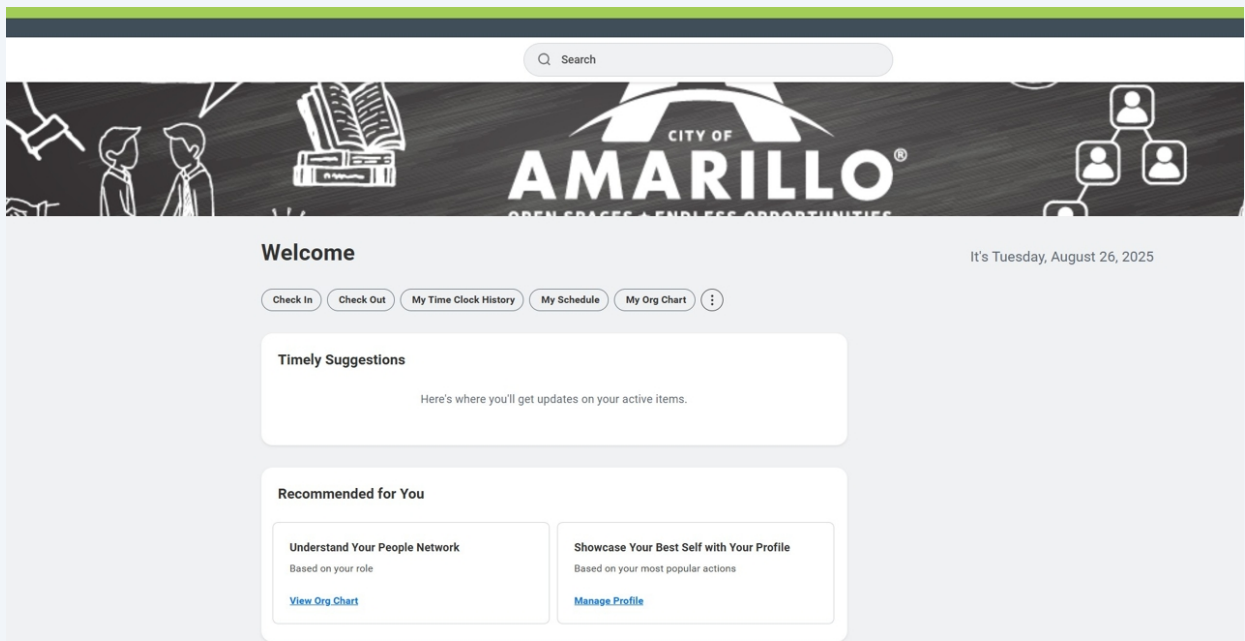
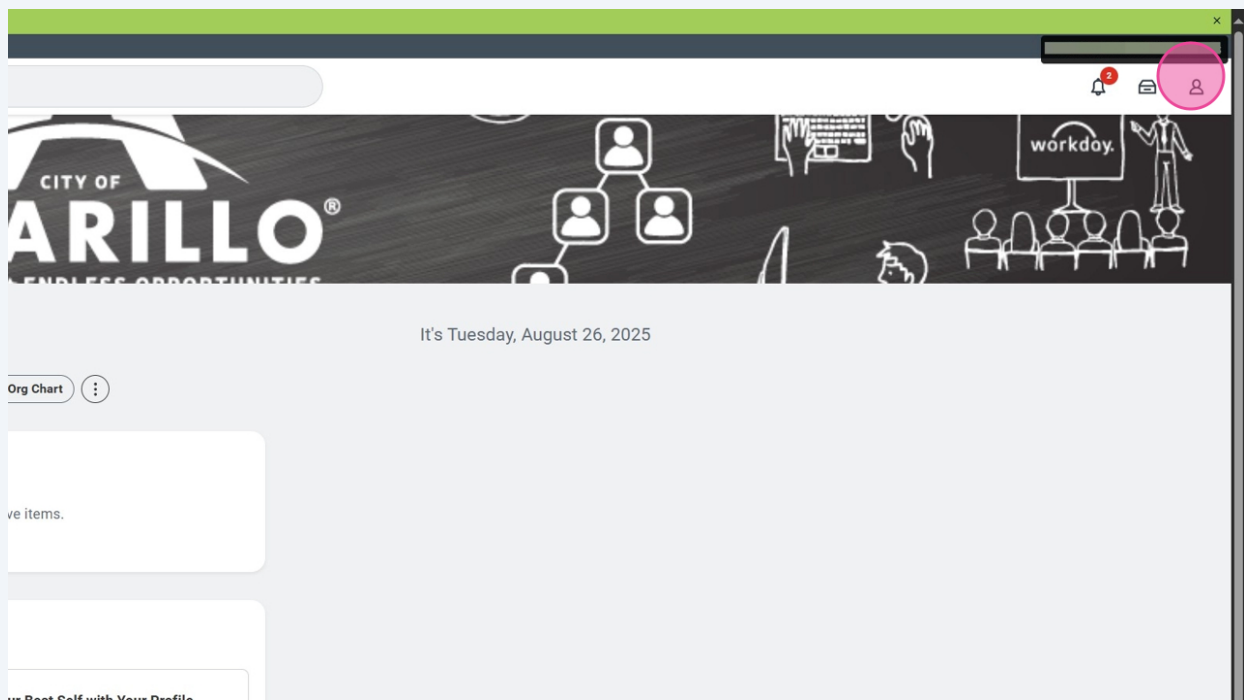


How to Update Clothing and Longevity Elections in Workday

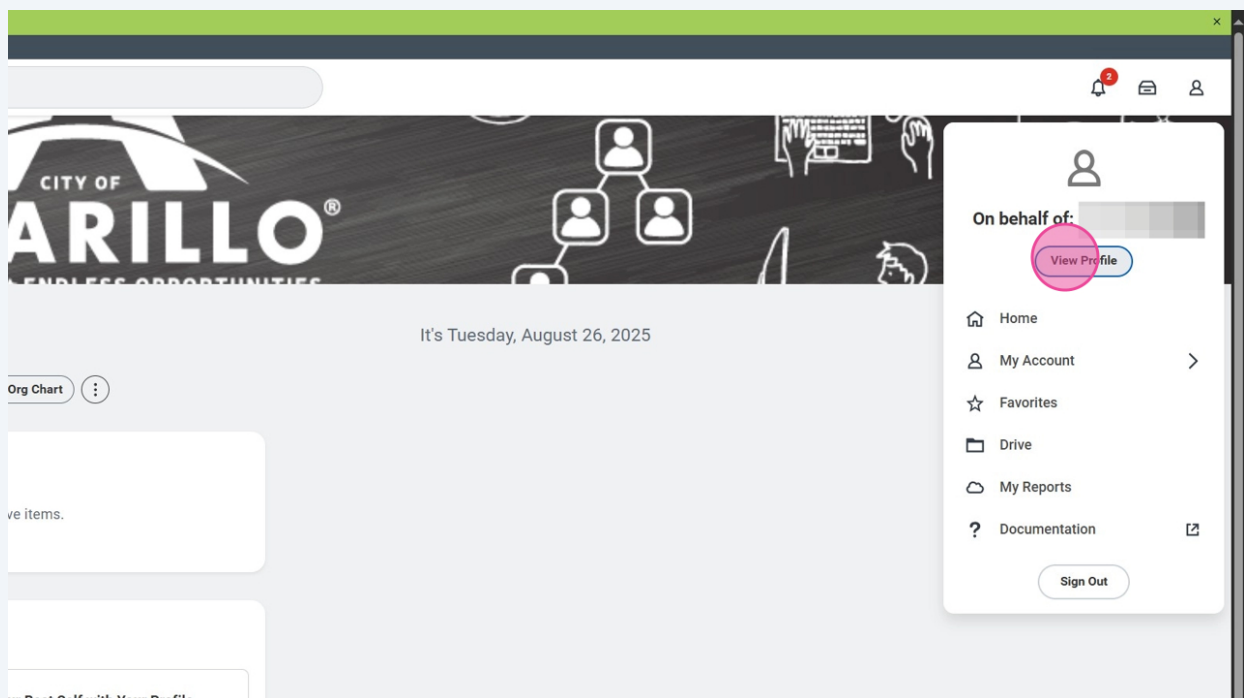
1 Navigate to your homepage in Workday.



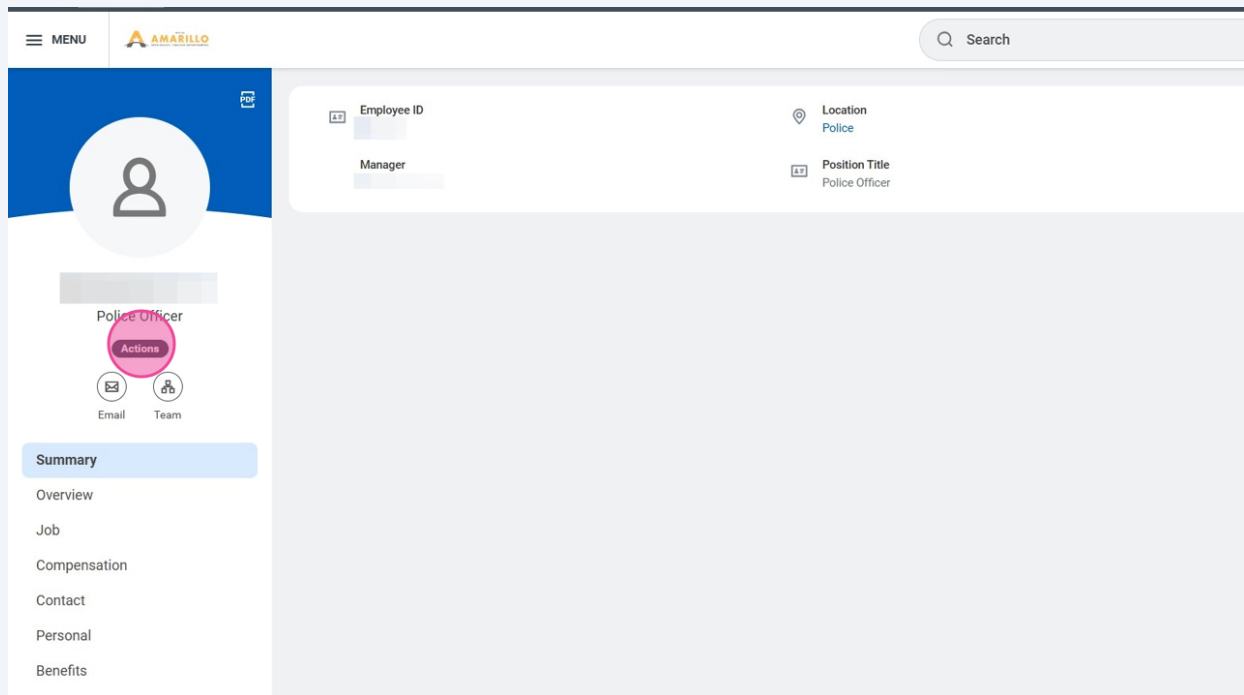
2 Click this icon in the top right-hand corner.



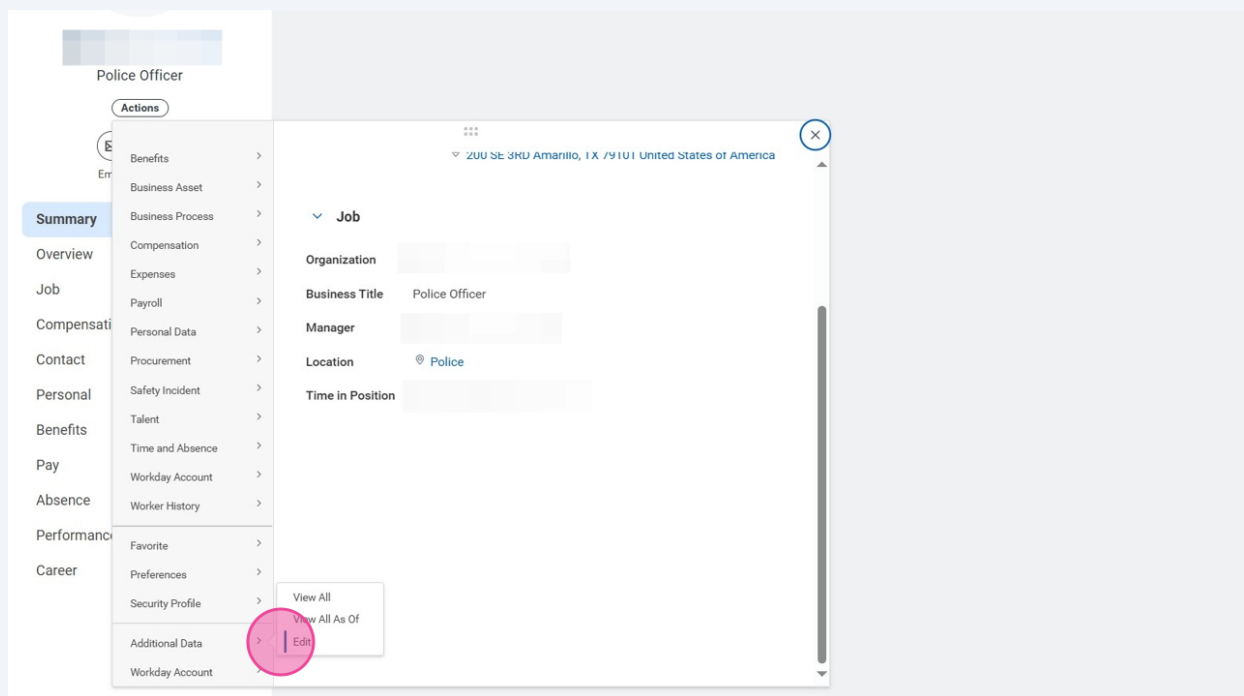
3 Click "View Profile"



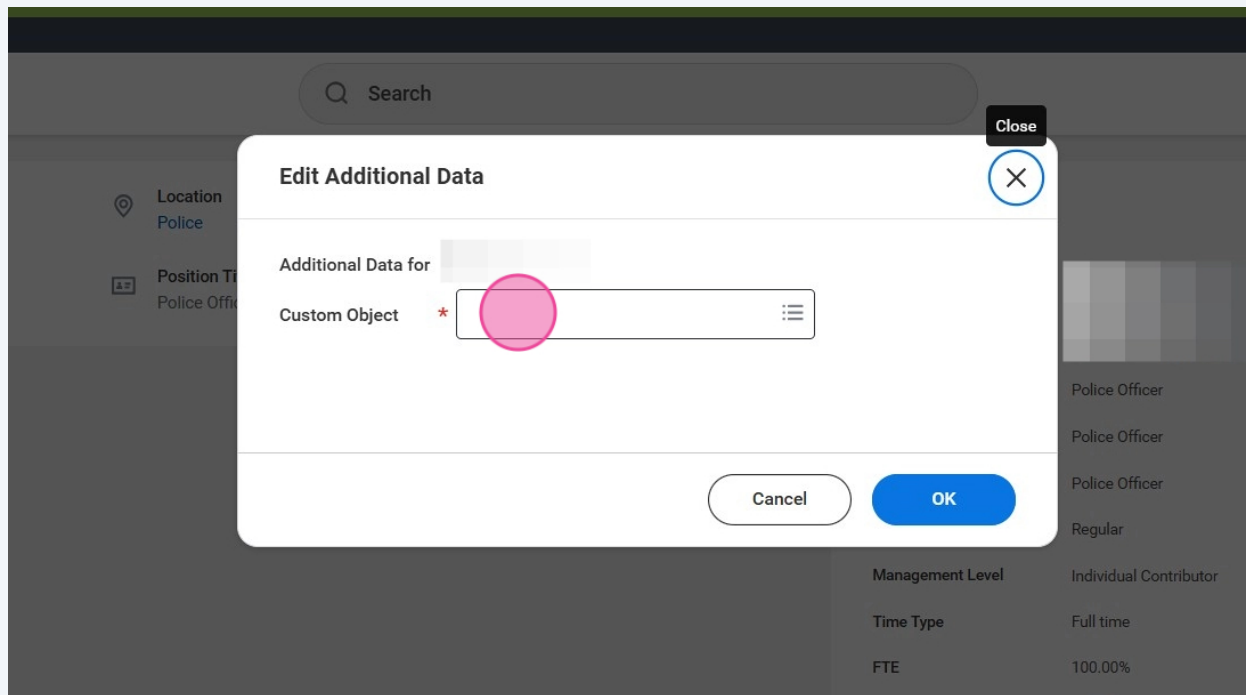
4 Click "Actions"



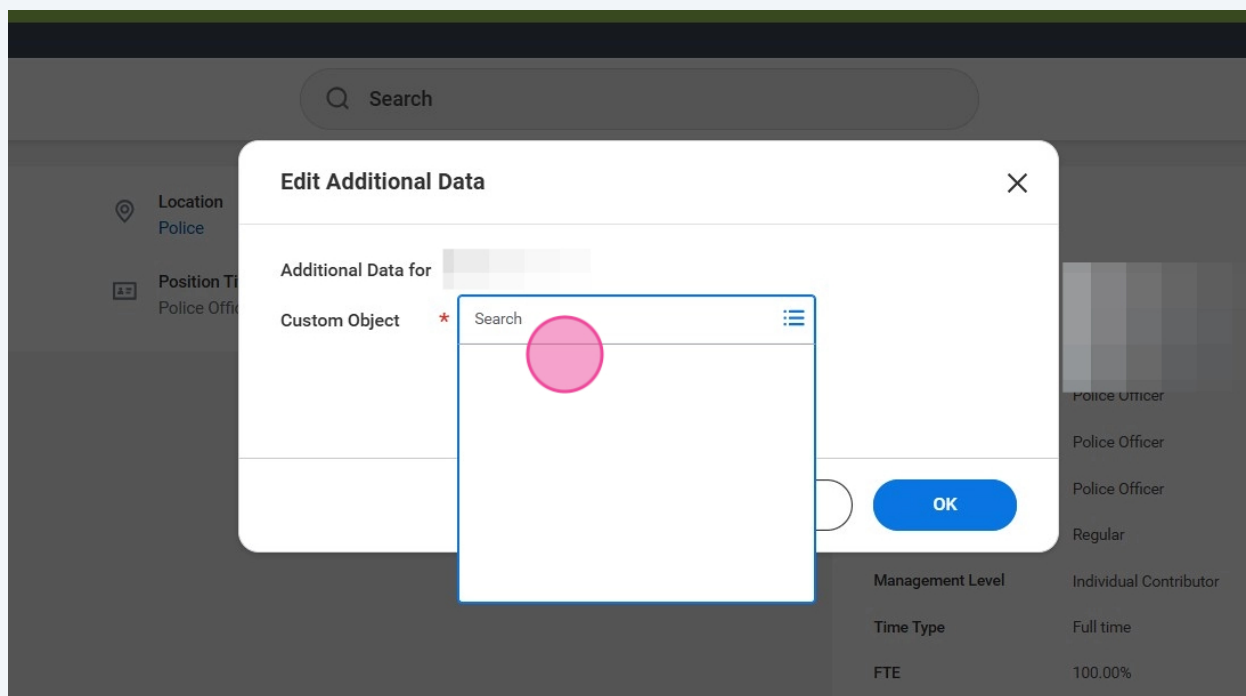
5 Click "Edit"



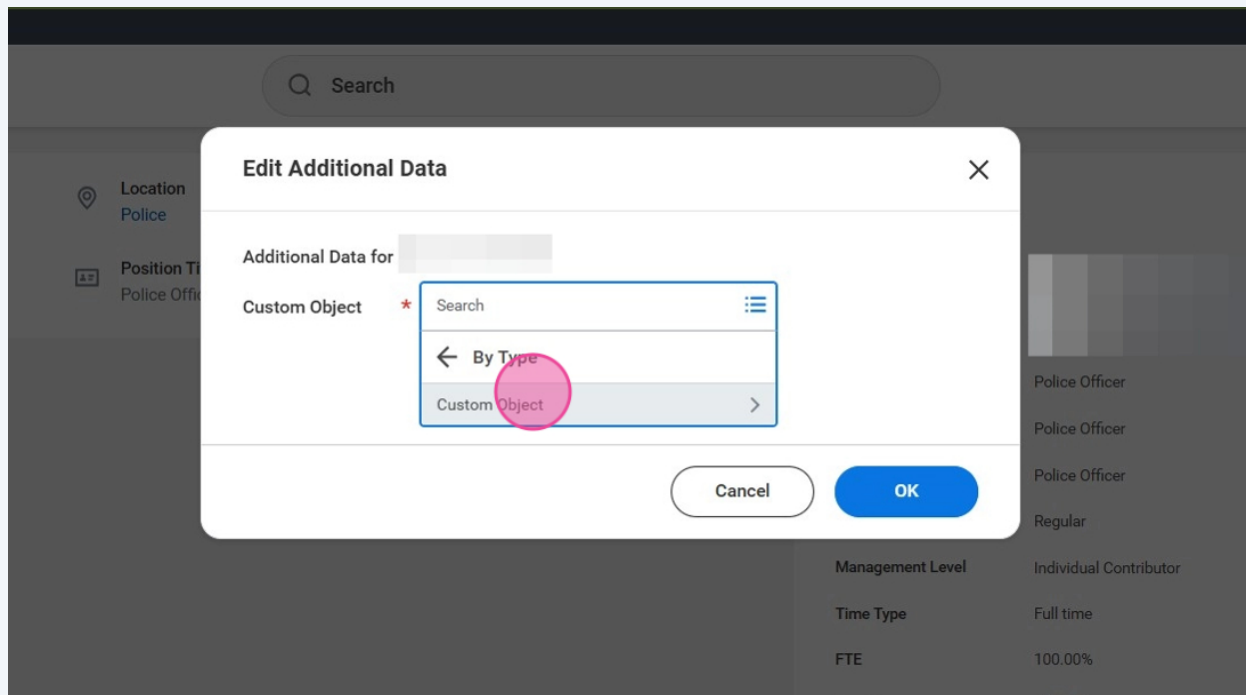
6 Click the "Custom Object" field.



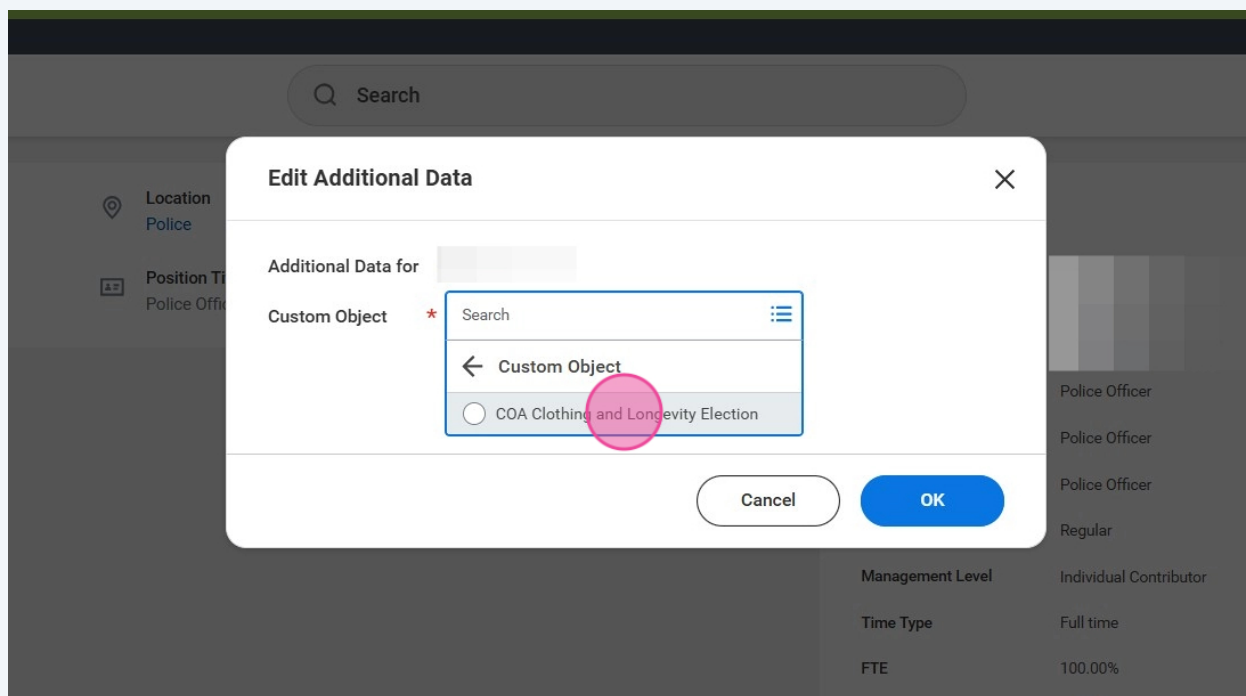
7 Click "By Type"



8 Click "Custom Object"



9 Click "COA Clothing and Longevity Election"



10 Click "OK"

Search

Location
Police

Position Title
Police Officer

Management Level
Individual Contributor

Time Type
Full time

FTE
100.00%

Police Officer

Police Officer

Police Officer

Regular

Edit Additional Data

Additional Data for [blurred]

Custom Object * COA Clothing and Longevity Election

Cancel OK

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

MENU AMARILLO Search

Edit Additional Data

Custom Object COA Clothing and Longevity Election

Instructions

City of Amarillo Police Department
Longevity and 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 Longevity and Clothing incentive. This agreement will be effective on the first full pay period following my election.

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 my election.

COA Clothing and Longevity Election

Clothing Allowance Election

Longevity Allowance Election

12

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

Custom Object COA Clothing and Longevity Election

Instructions

City of Amarillo Police Department
Longevity and 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 Longevity and Clothing incentive. This agreement

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

COA Clothing and Longevity Election

Clothing Allowance Election

Longevity Allowance Election

☐ Clothing - Biweekly

☐ Clothing - Lump Sum

13

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

Custom Object COA Clothing and Longevity Election

Instructions

City of Amarillo Police Department
Longevity and 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 Longevity and Clothing incentive. This agreement

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

COA Clothing and Longevity Election

Clothing Allowance Election

Longevity Allowance Election

☐ Longevity - Biweekly

☐ Longevity - Lump Sum

14 Once you have made both elections, click "OK".

COA Clothing and Longevity Election

Clothing Allowance Election	× Clothing - Lump Sum
Longevity Allowance Election	× Longevity - Biweekly

OK

Cancel

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

MENU

AMARILLO

Q Search

Edit Additional Data

Custom ObjectCOA Clothing and Longevity Election

Instructions

City of Amarillo Police Department

Longevity and 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 Longevity and Clothing incentive. This agreement will be effective on the first full pay period of Fiscal Year 25/26 Fiscal Year.

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 unearned portion of the Lump Sum amount.

COA Clothing and Longevity Election

Clothing Allowance Election

Clothing - Lump Sum

Longevity Allowance Election

Longevity - Biweekly

16 Click "Done" to submit your elections.

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 F

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 unearned portion of the Lump Sum

COA Clothing and Longevity Election

Clothing Allowance Election Clothing - Lump Sum

Longevity Allowance Election Longevity - Biweekly

