

## PI: Amend Selective Service Status

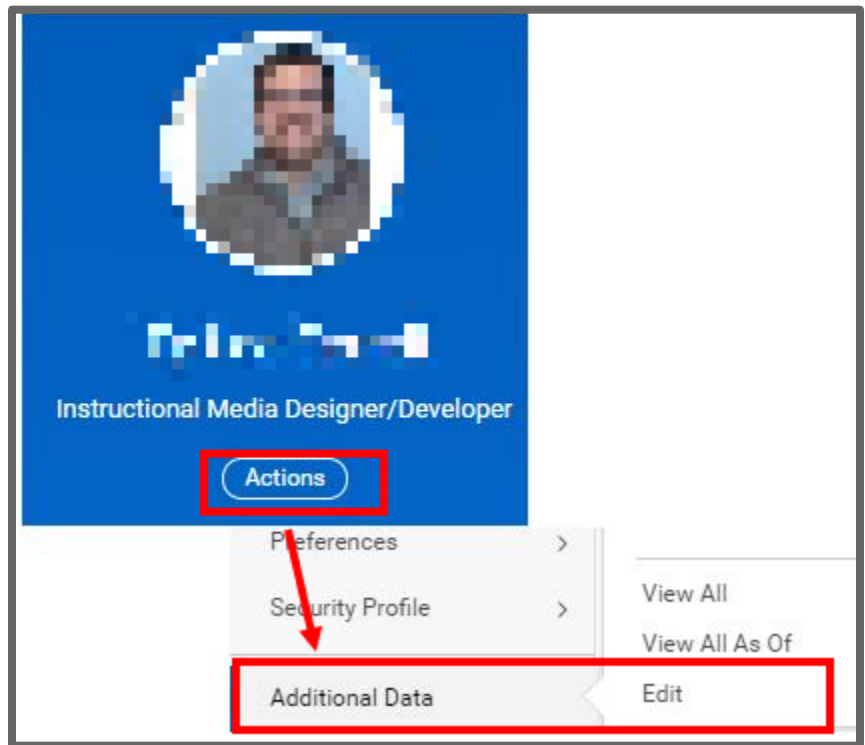
All 


The Code of Virginia 2.2-2804 requires selective service compliance as a condition of employment for agencies of the Commonwealth. For more information on Selective Service visit [www.sss.gov](http://www.sss.gov).

**Important note:** Before attempting these steps, please refer to the Workday Basics training videos and job aids.

### Amend My Selective Service Status


1. From your worker profile page, click the **Actions** button.
2. Scroll down until you can hover over **Additional Data**, then click on **Edit**.

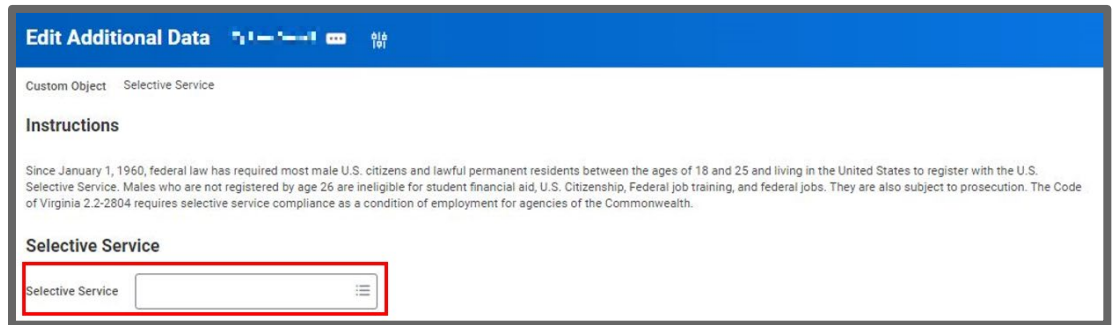


3. Using the prompt  in the **Custom Object** field, select All, then **Selective Service**.

A screenshot of the 'Edit Additional Data' form. The title 'Edit Additional Data' is at the top. Below it is a section labeled 'Additional Data for' with a small icon. Underneath is a 'Custom Object' field with a red asterisk and a dropdown menu icon. The dropdown menu is open, showing a list of options, with 'Selective Service' selected.

4. Click the **OK** button.

5. Using the prompt  in the **Selective Service** field, choose your Selective Service status from the list of options.



**Edit Additional Data**

Custom Object: Selective Service

**Instructions**

Since January 1, 1960, federal law has required most male U.S. citizens and lawful permanent residents between the ages of 18 and 25 and living in the United States to register with the U.S. Selective Service. Males who are not registered by age 26 are ineligible for student financial aid, U.S. Citizenship, Federal job training, and federal jobs. They are also subject to prosecution. The Code of Virginia 2.2-2804 requires selective service compliance as a condition of employment for agencies of the Commonwealth.

**Selective Service**

Selective Service

6. Click the **Submit** button.