Job Aid: Loading an EIB into Workday (using Validate Only Mode) One-time Payments and Enter Time Off
Launch/Schedule Integration

Once your XML EIB template has been populated and saved with all the data you need to load into Workday, you are ready to launch the EIB.

1. Log into Workday
2. Type "Launch / Schedule Integration" in the Workday search bar and select the task in the Search Results.
Search for your EIB

From the **Launch / Schedule Integration** task:

1. In the **Integration** field, type the your EIB template type (E.g., Enter Time Off, One time Payment)
2. Do not enter anything for **Organization**
3. Leave the **Run Frequency** field as the default, **Run Now**
4. Do not check the box for **Run as Current User**
5. Click **OK**

**Note:** If you do not know the name of your EIB, you can search for it by clicking the icon in the Integration field.
Complete Integration Criteria and Attach Your EIB

Your EIB can be attached from the Integration Attachment row.

1. In the Integration Attachment row, click in the Value field
2. Click the button to open the menu and select Create Integration Attachment

![Image of the integration criteria form with highlighted fields and options for creating an integration attachment]
Complete Integration Criteria and Attach Your EIB (Continued)

3. Next to **File**, click **Attach**

4. Navigate to **your** populated EIB template (the one that you saved and named) and click **OK**
Complete Integration Criteria and Attach Your EIB (Continued)

Notice your template is attached. Verify that the file ends in .xml

5. Click OK
Run in Validate Only Mode

It is a best practice to run the integration in **Validate Only** mode the first time to check for errors. Scroll to the row that contains the Validate Only Load row.

1. In the **Validate Only Load, Value Type** field, click the drop-down and select **Specify Value**
2. Check the box
3. Click **OK**
Run in Validate Only Mode (Continued)

Let the job run and ensure that the job completes successfully.

![View Background Process](image-url)
Check for Validation Errors

If there are errors, you will have to correct them and reload the EIB. Unlike basic integrations, if you encounter errors when loading an EIB **none** of the data in the EIB spreadsheet will load.
Check for Validation Errors (Continued)

For insight on the nature of the validation errors, scroll down and click to open the Failure Report.
Rerun Normally

Once you have fixed all the errors, you will need to complete all the steps to load the EIB again. However, this time, do not complete the Validate Only Load field.

1. Launch/Schedule Integration
2. Search for your EIB
3. Complete Integration Criteria and Attach Your EIB (No not complete Validate Only Load field)
4. Run the EIB. Ensure that the job completes successfully