

Requests: Student Financials Waivers

PURPOSE

Numerous different student finance related waivers can be accessed and submitted in Workday. This training aid provides you with general directions on how to access and submit these Waiver Requests within Workday.

Please direct questions regarding Waivers to: [Student Account Services Cashier's Office](#) on any campus.

TASKS IN THIS JOB AID

- Access and Submit a Waiver Request
- [Save for Later](#)

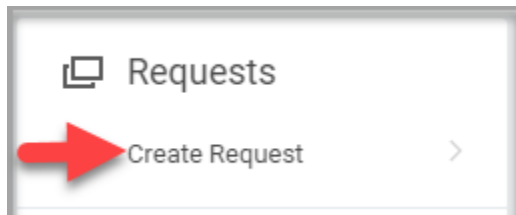
Access and Submit a Waiver Request

1. Open your **Academics** application on your Workday homepage.

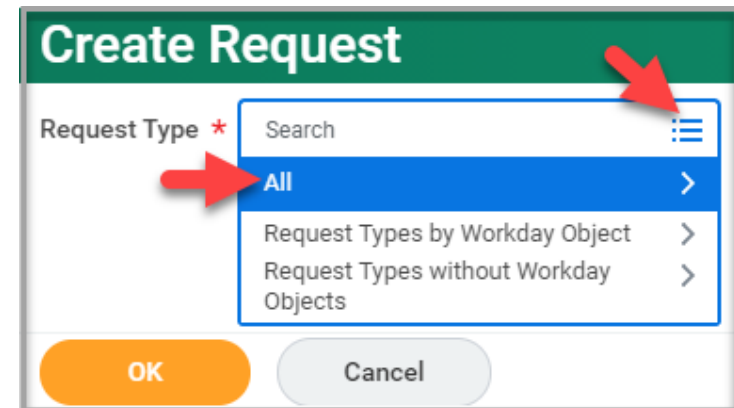


Academics

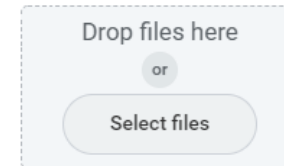
2. Locate the **Requests** card and click on **Create Request**.



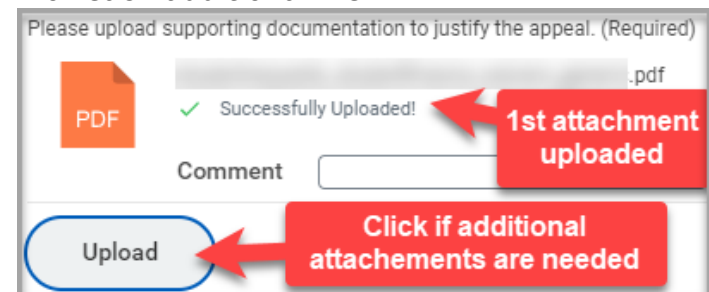
3. In the **Request Type *** field, click on the menu icon on the far right. Click on **All** and then select the Waiver that you need. Once you have your specific Waiver selected, click **OK** at the bottom of the page.



4. Read the information and directions displayed for your selected Waiver. Complete all required and applicable optional fields.
5. If required, upload any required documents.

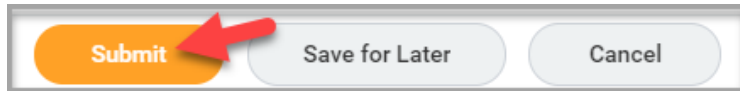


If you have multiple files to attach, select the **Upload** button for each additional file.



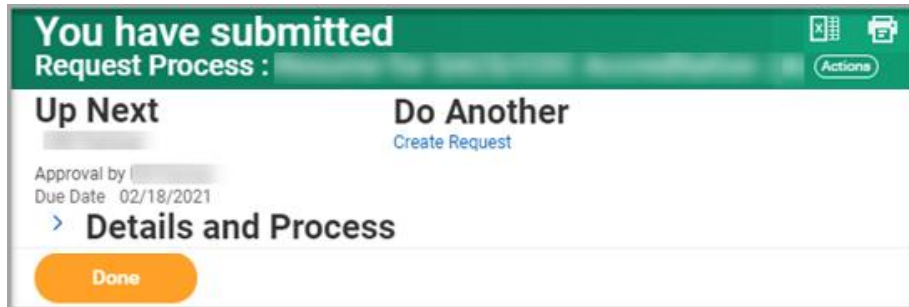
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- Review your information and then click **Submit** at the bottom of the page.



NOTE: See the *Save for Later* section of this Job Aid for instruction on what to expect if you choose to click the **Save for Later** button.


- The next screen display's what is "**Process**" in the approval process for your Waiver. Click **Done** to return to your Homepage.

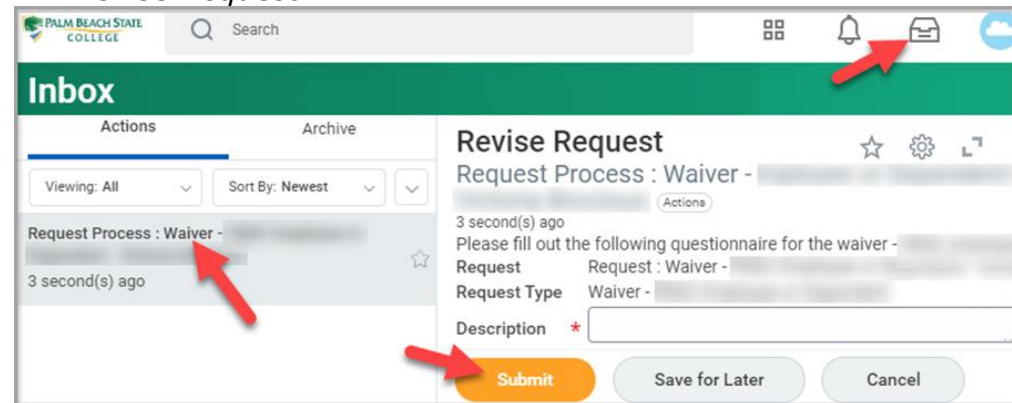


NOTE: If your request is Approved or Denied you will receive a message in your Workday **Notifications** (the bell in the upper Rt. corner of your screen). If you need to make an edit to your request, our staff will "**Send Back**" your request and you will receive a message in your Workday **Inbox**.

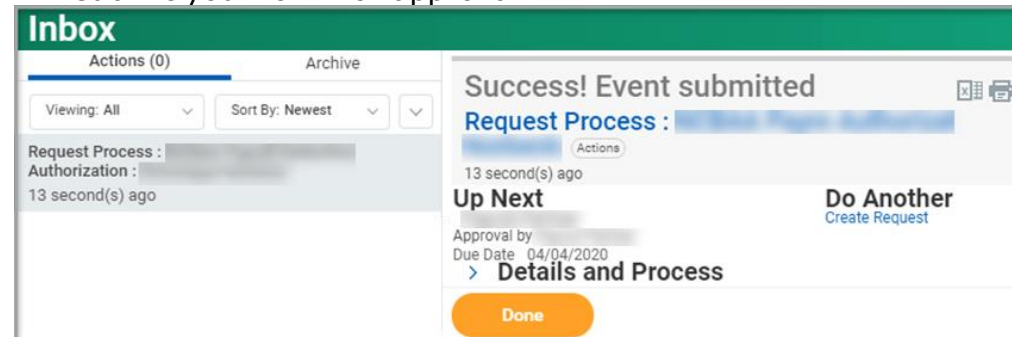
Save for Later

If you chose to click the **Save for Later** button rather than **Submit** during Step 6 of the *Access and Submit a Waiver Request* section of this job aid, your Waiver will **NOT** be submitted for approval. Instead, you will need to follow the below steps.

- The *Event Saved* screen will appear. You can click the **Revise** button here to return to your form to complete and submit. Or, you can click the **Done** button.
- If you clicked **Done**, you can click on your Workday **Inbox** icon  and locate the saved form as an *Inbox Action*.
- Click on the *Inbox Action* for your saved form to open the *Revise Request*.



- Review/complete your form and click **Submit**. This will submit your form for approval.



- If you click **Save For Later** at the bottom of the *Revise Request* in your *Inbox*, the form will return to your *Inbox* and **NOT** be submitted for approval until you return to it and click **Submit**.