USER GUIDE

DEFERRED PAY ENROLLMENT/TERMINATION REQUEST

Use the following steps to request enrollment in or termination from the deferred pay program. The submission will serve as your authorization. Therefore, you must submit the request yourself; otherwise, the request will be denied.

Request To ENROLL:

1. Log in to Workday using the same log-in information used to access CANVAS.
2. Type ‘Create Request’ in the search box to access the following screen.

   ![Create Request Screen]

3. In the ‘Request Type’ field, type “Def Pay” then hit Enter – the following screen will appear.

   ![Search Results]

4. Select ‘Deferred Pay Option Plan – Authorization’ then click OK.
5. Read the entire information on the page then enter the following: NAME, Z NUMBER, EMPLOYEE STATUS.
6. Read the certification statement, click Yes, then SUBMIT.

Request To TERMINATE:

1. Repeat steps 1, 2, 3 above…
2. Select ‘Deferred Pay Option Plan – Terminate’ then click OK.
3. Read the entire information on the page then enter the following: NAME, Z NUMBER, EMPLOYEE STATUS, TERMINATION DATE.
4. Read the certification statement, click YES, then SUBMIT.

No further action is required after submission. You are able to confirm your submission by checking the ‘Archives’ folder in your Workday inbox.

![Inbox]

Please contact hres@fau.edu for questions.