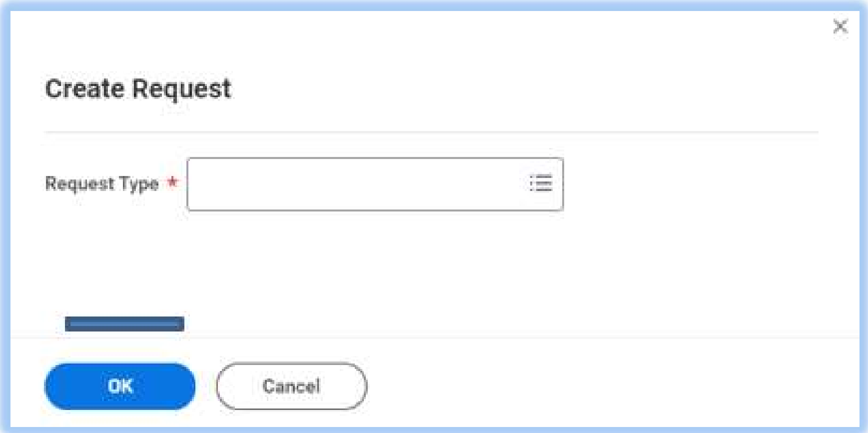
Workday Transaction Change Request

All Employees

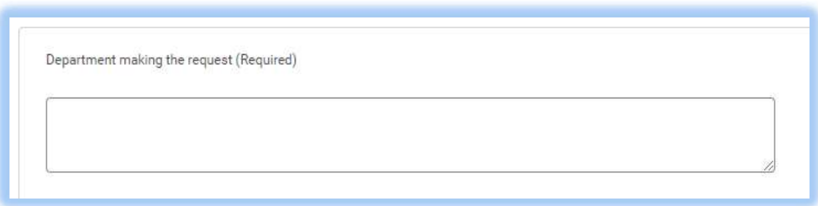
Process Workday Transaction Change Request

***if you have multiple transactions that need to be changed, you can attach a worksheet to the request that identifies all of the requested changes. In this case, in the fields for transaction number, amount, and payee please note “See Attached.” Do not create a request for each individual change.**

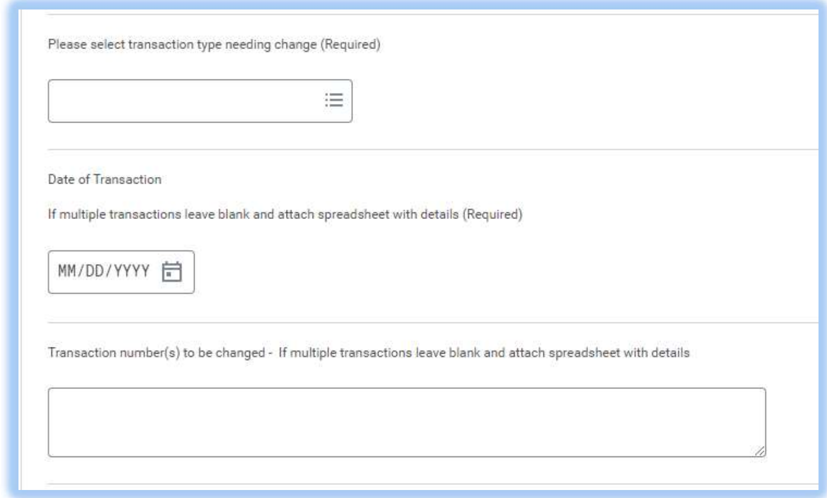
1. Create Request



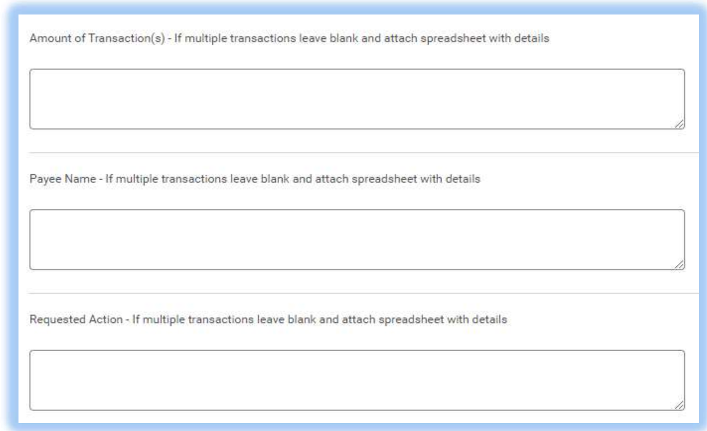
2. Identify what department that is making the request.



3. Select the type of transaction, the date of the transaction, and the transaction number(s) in the appropriate fields.



4. Enter the amount of the transaction(s), the payee name(s), and the action(s) that you are requesting.



5. Attach backup supporting the change(s) that have been requested. The backup should contain an approval from the manager of the new worktags. In most cases, an e-mail correspondence is sufficient.