

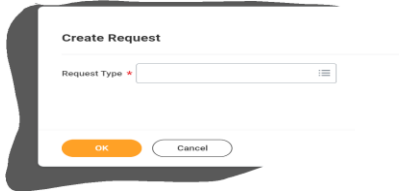
USER GUIDE

DEFERRED PAY ENROLLMENT/TERMINATION REQUEST

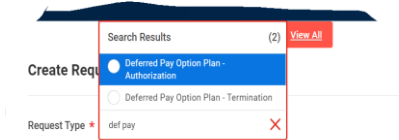
Use the following steps to request **enrollment in** or **termination from** the deferred pay program. The submission will serve as your authorization. Therefore, you **must** submit the request yourself; otherwise, the request will be denied.

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.



3. In the 'Request Type' field, type "Def Pay" then hit Enter – the following screen will appear.



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.