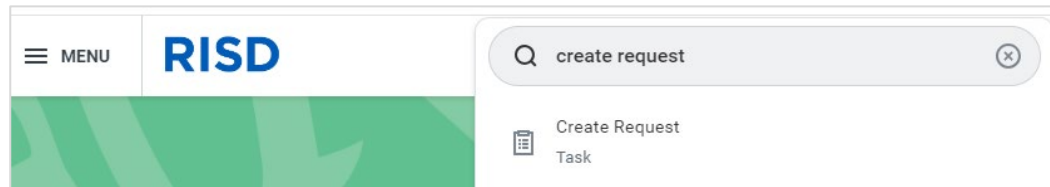
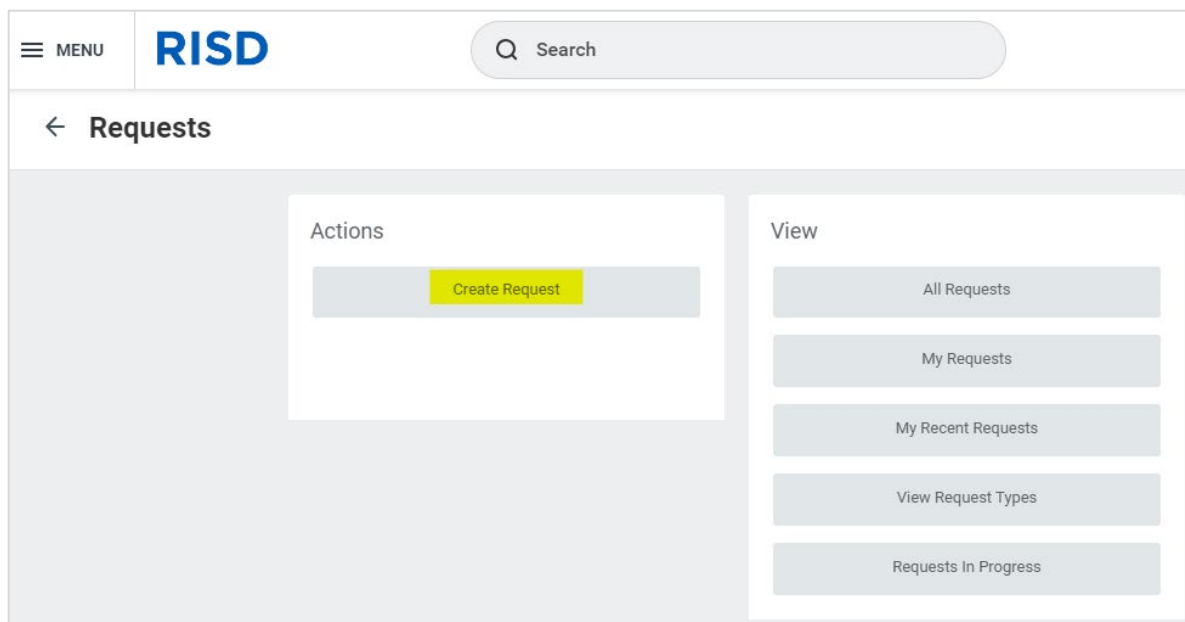
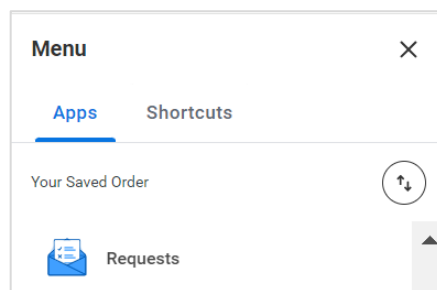


# Temp/On-Call Application Request

1. Manager initiates request by logging into Workday and
  - a. Searching “**Create Request**”, as shown below; OR by

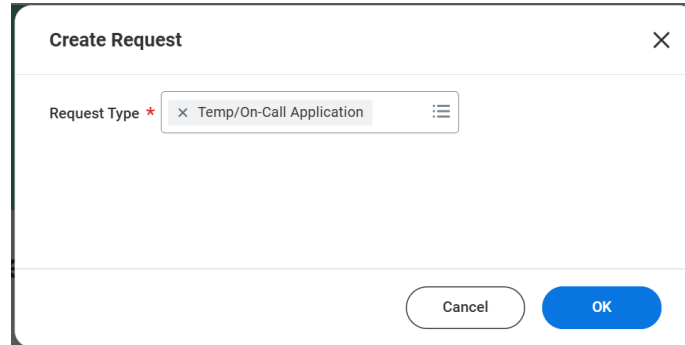


- b. Clicking on the **Request Icon** from Apps in the Menu, then click the **Create Request** button under actions, shown below



# Temp/On-Call Application Request

2. At the request type prompt type **Temp/On-Call Application** and then click **Ok** button



The screenshot shows a 'Create Request' dialog box. At the top, there is a title bar with 'Create Request' and a close button (X). Below the title bar, there is a label 'Request Type' followed by a red asterisk. To the right of the label is a dropdown menu that is currently open, showing 'Temp/On-Call Application' as the selected option. Below the dropdown menu, there are two buttons: 'Cancel' and 'OK'.

3. Answer each question on the questionnaire
4. Then click the **Submit** button and **Done** button

**The request will route for HR Partner review and action.**

5. HR Partner will see the request in their inbox, and may **approve**, **send back**, or **deny** the request.
  - a. If it is **approved**, the request will then route to Budget Office for their review and approval
  - b. The request may be **sent back** to initiating manager for additional information; OR
  - c. The request may be **denied**. Remember, if request is denied, the transaction ends.

**The request will route for budget review and action.**

6. The Budget Office will see the request in their inbox, and may **approve**, **send back**, or **deny** the request.
  - a. If it is **approved**, the request will then route to Cabinet Member for their review and approval
  - b. The request may be **sent back** to initiating manager for additional information; OR
  - c. The request may be **denied**. Remember, if request is denied, the transaction ends.
7. A request which is approved by HR Partner and the Budget Office, moves to the Cabinet Member who may **approve**, **send back**, or **deny** the request.
8. If the Cabinet approves the request, it will be sent to HR to close the request.
9. Workday notifications will be automatically issued and can be viewed via Workday notification bell. *Note, depending on the Workday security access of the notification recipient, the notification will include details of the position request. Details of the request may also be found in your Workday menu under "Requests". Selecting View then My Requests.*