

Workday Job Aid – Request for External Tuition Remission Benefits

1. Log into Workday
2. In the search bar, enter “Create supplier invoice request”
3. In the **Invoice Date** field, enter either the date on invoice or the date you’re entering the request
4. For **Company**, select “Rhode Island School of Design”
5. For **Supplier**, enter the name of your student’s school

Note: If your student’s school is not available as a supplier, you will need to set them up through [PaymentWorks](#); (instructions to set up a new supplier begin on page 8 of the presentation)
6. For **Currency**, select USD; contact benefits@risd.edu if your student attends an international school
7. For **Supplier Invoice Number**, enter the student’s school ID, followed by the semester (abbreviations below) and the last two digits of the year, e.g., ID1234SP19
 - a. SP= Spring
 - b. SU=Summer
 - c. FA=Fall
 - d. WI= Winter
8. In the **Memo** field under Additional Information on the bottom right-hand side of the form, enter Tuition Remission followed by the student’s name, e.g., **Tuition Remission – First Last**
9. On the bottom half of the form under **Lines**, set the radio dial to Goods
10. For **Item**, type in Tuition Remission or 51011
11. Leave **Quantity** as one (1)
12. For **Extended Amount**, enter the amount of tuition remission you are requesting
13. For **Cost Center**, enter Fringe
14. Scroll back to the middle of the form and click the **Attachments** tab
15. Add the **invoice** from your student’s school and your completed **Tuition Remission Benefits Application** by dragging and dropping the files into the Attachments box or clicking Select Files
16. Click Submit

Create Supplier Invoice Request

Supplier Invoice Request (empty) Status (empty) Requester (empty)

Primary Information

Invoice Date	*	<input type="text"/>
Invoice Received Date		<input type="text" value="MM/DD/YYYY"/>
Company	*	<input type="text" value="Rhode Island School of Design"/>
Supplier	*	<input type="text" value="Name of your student's school"/>
Remit-To Connection		<input type="text"/>
Currency	*	<input type="text" value="USD"/>
Control Total Amount		<input type="text" value="0.00"/>
Supplier's Invoice Number		<input type="text" value="e.g., ID12345SP25"/>

Additional Information

Ship-To Address	<input type="text" value="20 Washington Place"/> <input type="text" value="Providence, RI 02903-2717"/> <input type="text" value="United States of America"/>
Payment Terms	<input type="text"/>
Default Due Date	(empty)
Reference Type	<input type="text"/>
Handling Code	<input type="text"/>
Statutory Invoice Type	<input type="text"/>
Freight Amount	<input type="text" value="0.00"/>
Tax Amount	<input type="text" value="0.00"/>
Memo	<input type="text" value="Tuition Remission – First Last"/>

Create Supplier Invoice Request

Lines


Additional Fields

Attachments

+ Add

0.00 USD

0

Lines 

Goods Line

Service Line

Item 

Item Description

Spend Category 

Quantity

Unit of Measure 

Unit Cost

Extended Amount

*Cost Center 