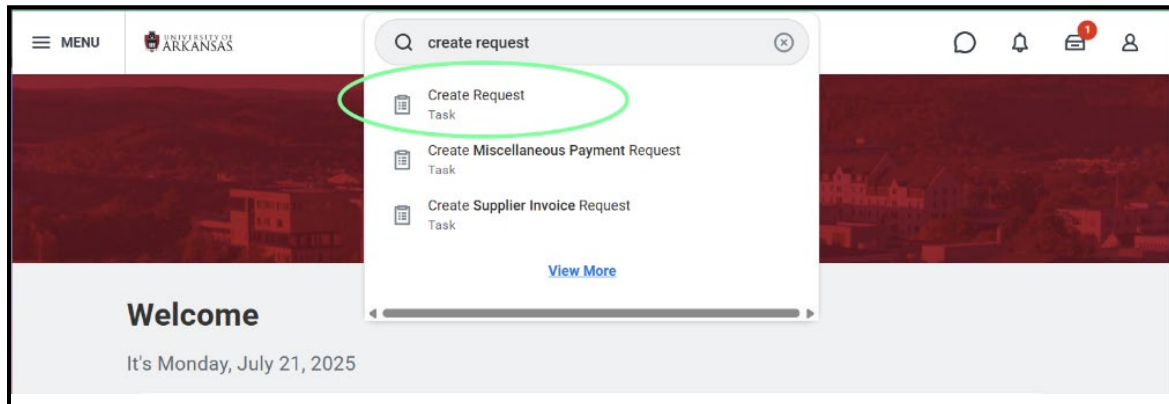# PAYROLL DEDUCTION REQUESTS FOR APPOINTED EMPLOYEES

Follow these steps to request payroll deduction for applicable tuition and fees of appointed employees. This request will need to be done EACH semester you want payroll deduction to occur.

CREATE AND SUBMIT PAYROLL DEDUCTION REQUEST

1. Type and select **Create Request** in Workday search field.

2. Select the Request Type from the dropdown list and type in Payroll. Select **UAF- Payroll Deduction – Tuition, Fees, Invoices and Loans.**
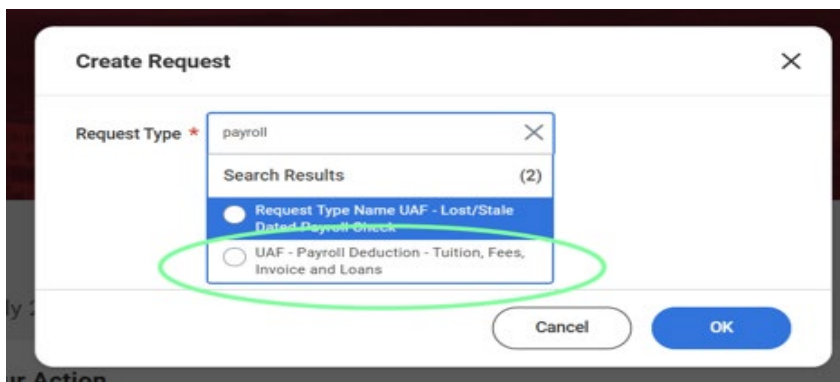
3. Click **OK.**

4. The Payroll Deduction form populates. Fill out the required information.

- Full Name and Employee ID as it appears in Workday
- Employee Type: **Appointed Employee**
- Email username (example: "test" for test@uark.edu)

5. The type of request will need to be selected. You will have additional options/fields based on your selection.

➢ For **Employee Tuition & Fees** make the following selections. These are for the current term tuition and fees. For balances from previous terms, see Past Due Balances selection:

Please select which request you would like payroll to start the payroll deduction on.
NOTE: You will only be able to payroll deduction 1 request per academic term.
(Required)

- 🔘 Tuition/Fees (Employee or Spouse/Dependent)
- ⚪ Tuition/Fees/Health Insurance (GA Only)
- ⚪ Tuition/Fees - Past Due Balance
- ⚪ Invoice(s)

Is this request for yourself or a spouse/dependent?
(Required)

- 🔘 Self
- ⚪ Spouse/Dependent

Please provide your student ID number.
(Required)

```
012345678
```

Enter your Workday student ID

➢ For **Spouse/Dependent Tuition & Fees** make the following selections:

Please select which request you would like payroll to start the payroll deduction on.
NOTE: You will only be able to payroll deduction 1 request per academic term.
(Required)

- ⦿ Tuition/Fees (Employee or Spouse/Dependent)
- ◯ Tuition/Fees/Health Insurance (GA Only)
- ◯ Tuition/Fees - Past Due Balance
- ◯ Invoice(s)

Is this request for yourself or a spouse/dependent?
(Required)

- ◯ Self
- ⦿ Spouse/Dependent

Enter your spouse or dependent's
FULL Name

AND

Workday student ID

Please provide your spouse/dependent's name and student ID nu...
(Required)

Jill Test
098765432

➢ For **Past Due Balances** make the following selections:

Please select which request you would like payroll to start the payroll deduction on.
NOTE: You will only be able to payroll deduction 1 request per academic term.
(Required)

○ Tuition/Fees (Employee or Spouse/Dependent)
○ Tuition/Fees/Health Insurance (GA Only)
◉ Tuition/Fees - Past Due Balance
○ Invoice(s)

Please provide the name and student ID for the past due balance.
(Required)

Johnny Test
012345678

Enter your name or
the name of your spouse/dependent
AND
Workday student ID

➢ For **Invoices** make the following selections:

Please select which request you would like payroll to start the payroll deduction on.
NOTE: You will only be able to payroll deduction 1 request per academic term.
(Required)

○ Tuition/Fees (Employee or Spouse/Dependent)
○ Tuition/Fees/Health Insurance (GA Only)
○ Tuition/Fees - Past Due Balance
◉ Invoice(s)

Please provide the invoice number and customer number.
(Required)

CI-00012345
CST-01234

Enter the Invoice Number
AND
Customer number
(as provided on invoice)

6. Select **Academic Term**. This is required regardless of the type of balance you request (i.e. Customer Invoice selection will still require an academic term to be selected). This should be the academic term in which the payroll deduction will be applied to the balance due.

Please select the academic term (spring/summer/fall) and year (20**) in which you would like to have your payroll deducted. (Required)

select one
Fall 2025
Spring 2026
Summer 2026
Fall 2026
Spring 2027

7. Click **Submit**. You also have the option to *Save for Later* if you would like to save it as a Draft.
   IMPORTANT NOTE: It will not be processed until the **Submit** button is selected.

8. You will receive a notification in your Workday inbox on the status of your Payroll Deduction request. If approved, you will receive the following notification.

Request Process: UAF - Payroll Deduction - Tuition, Fees, Invoice and Loans:

1 minute(s) ago

Your request, " Request: UAF - Payroll Deduction - Tuition, Fees, Invoice and Loans: "has been approved.

Details   Request Process: UAF - Payroll Deduction - Tuition, Fees, Invoice and Loans:
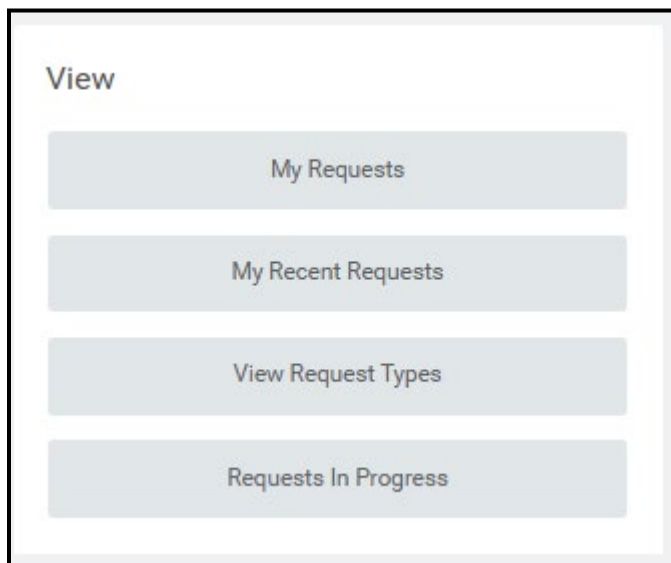
REVIEW STATUS OF PAYROLL DEDUCTION REQUEST

To view the status of your request or to review specific details of the deduction please follow the instructions below.

1. From the Workday Menu on the upper left, select **Requests** App (If this is not saved app you may add it by clicking the Add Apps button).
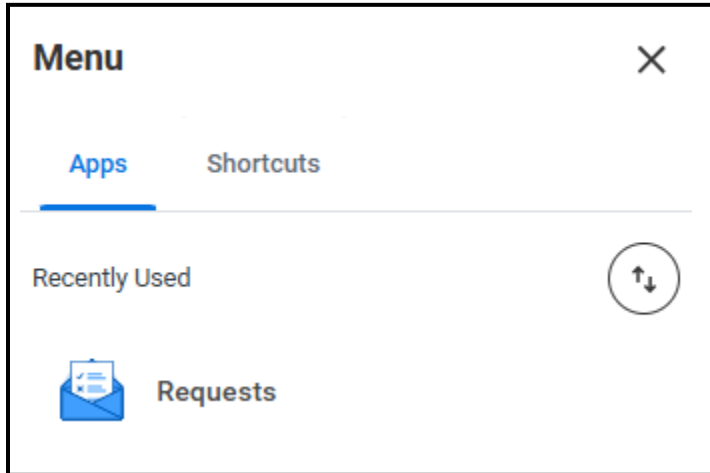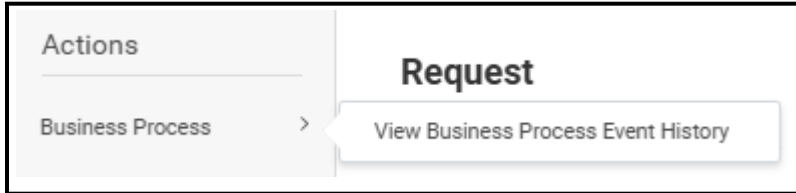

2. Under the View section, select **My Requests**.

3. All different types of requests will populate. Select the Payroll Deduction request you want to review.

4. Click on Related Actions button (three dots).

5. Under the Business Process Action, select **View Business Process Event History.**

6. Go to Process tab. The approval history can be reviewed and the comments will include information regarding number of deductions and amount requested.