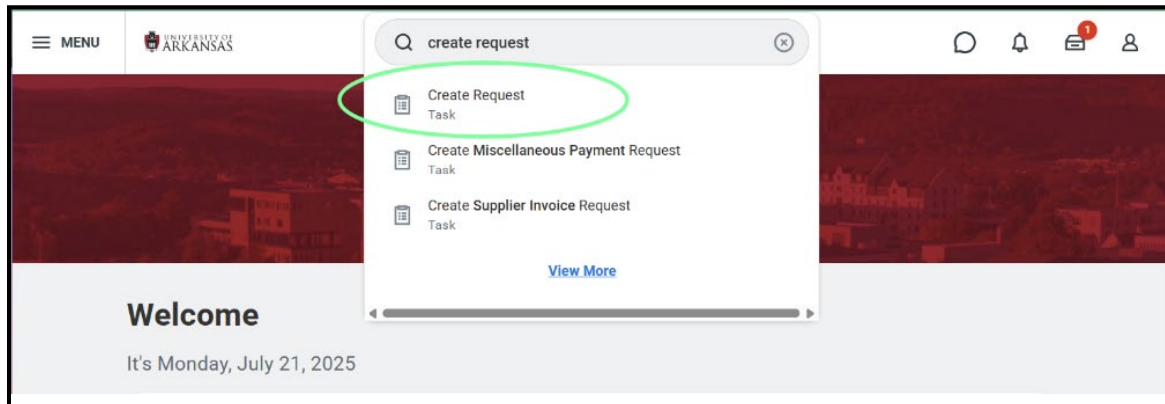


## PAYROLL DEDUCTION REQUESTS FOR GRADUATE ASSISTANTS

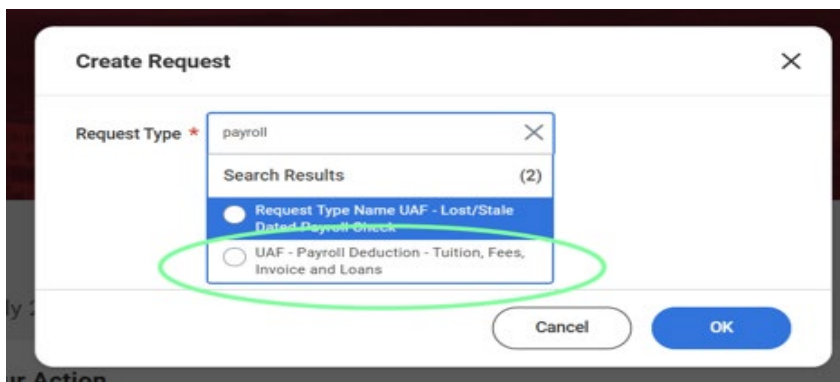
Follow these steps to request payroll deduction for applicable tuition and fees of graduate assistants. This request will need to be done EACH semester you want payroll deduction to occur.

### 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.

**UAF - Payroll Deduction - Tuition, Fees, Invoice and Loans**

Please review the payroll deduction due dates and policy, before submitting your request. If you have any questions regarding the payroll deduction application, please contact the Treasurer's Office at [treainfo@uark.edu](mailto:treainfo@uark.edu)

Please provide your name and employee ID as it appears in Workday.  
(Required)

Johnny Test  
0123456

What is your employee type.  
(Required)

☐ Appointed Employee  
☒ Graduate Assistant

What is your username as it appears before the **@uark.edu** or **@email.uark.edu** in your University of Arkansas email address. For example, the username for [jdoe@uark.edu](mailto:jdoe@uark.edu) is jdoe.  
(Required)

test

Enter FULL name  
AND  
Employee ID

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

5. Select Tuition/Fees/Health Insurance (GA Only).

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)

6. Select **Academic Term**. 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.

Viewing: All Sort By: Newest From Last 30 Days

Request Process: UAF - Payroll Deduction - Tuition, Fees, Invoice and Loans: 1 minute(s) ago

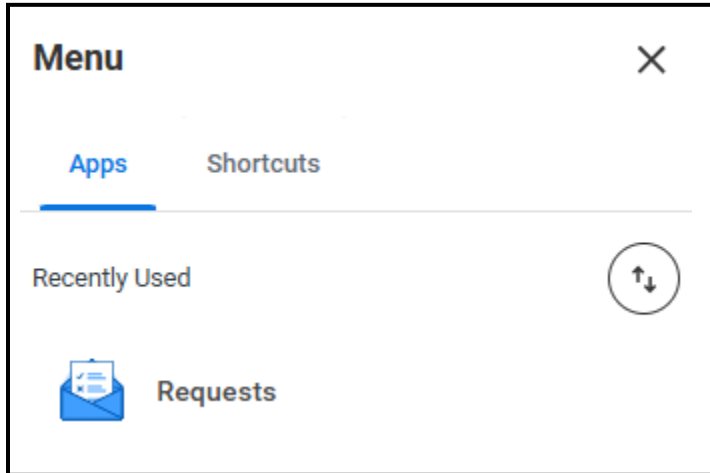
Request: UAF - Payroll Deduction - Tuition, Fees, Invoice and Loans: Stevie Frazzitta has been approved

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

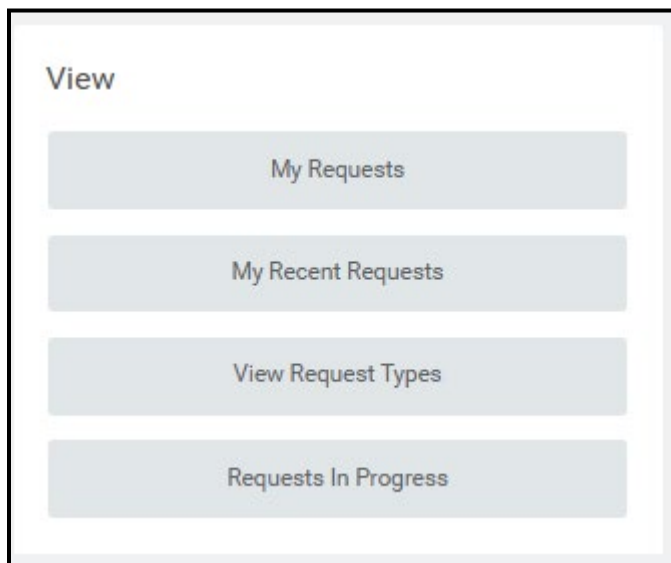
## REVIEW STATUS OF PAYROLL DEDUCTION REQUEST

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).

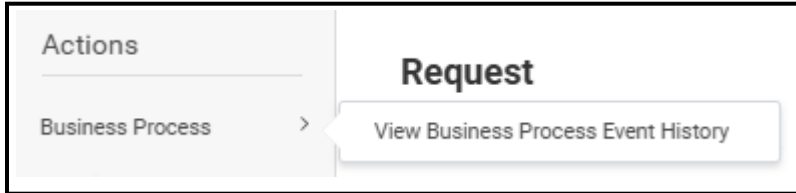


2. Under the View section, select **My Requests**.



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.