

Before You Get Started

This is a temporary job aid. [Workday Digital Assist \(WDA\)](#) is the primary support tool for Workday and provides detailed **just-in-time guidance** and step-by-step instructions to help complete tasks. We highly recommend that you click the “need help” button in Workday to use (WDA) instead of using the job aid.

Please contact AskHR@virginia.edu if you have any questions.

- Approve departmental funding request & provide FDM/Cost Center
- Substantiation of Advanced Funding Requests

Approve Departmental Funding Request

1. Click on the task in your Workday Inbox.



2. Review the request to confirm this is the agreed upon amount, course/program, and that the attached documentation confirms the invoice and appropriate completion (reimbursement funding only).

Note: You may need to scroll down to view the entire request

3. Click “**Approve.**”

4. Enter FDM/Cost Center, then click “**Submit.**”

Enter Cost Center/FDM/Department for Departmental Funding

2 second(s) ago

Your employee selected **Departmental Funding** to pay for their Education Benefit Request. See additional details below.

Please enter the full FDM/Cost Center/Department that will be paying for this *

Substantiation of Departmental Funding – Advanced Funding Only

You will receive a task and instructions from the Education Benefit Partners once the program is completed and the employee has uploaded their required substantiation.