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.

![Education Benefit Approval: 12/20/2022](image)

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.”

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.