



REQUEST FOR NEW **workday** DRIVER WORKTAG

(REV 09/17)

Date:

From:

Department:

Phone:

To: David Salzburg, Controller's Office
 150 Gables One Tower, CG 33146
dsalzburg@miami.edu

Type of Account: PROGRAM PROJECT SPENDABLE GIFT

NOTE: Grant driver worktag requests should be forwarded to the Office of Research Administration (attn.: Rita Castañeda). All endowment-related driver worktag requests should be e-mailed to the Controller's Office (attention: Ileana Nuñez). For blank forms, go to <http://www.miami.edu/controller/> and click on ACCOUNTING/FORMS.

1. **Manager of this Program or Project; or Gift Reviewer (provide name and EMPLID):**

Once a new Workday Driver Worktag (WDT) is issued by the Controller's Office, the Cost Center Manager will need to request appropriate security roles be assigned to the WDT. Roles are requested by completing forms found on the Workday Finance [website](#) and e-mailing them to the UMIT Help Desk at itsupportcenter@miami.edu. Please ensure forms are complete and signed by the CCM in order to streamline this process. Questions regarding role assignments can be directed to the Workday Finance project team at workdayfinance@miami.edu.

2. **Workday Cost Center Name and Number:**

3. **Proposed Driver Worktag Name:**

4. **Purpose: describe the intended use of this driver worktag (please be specific); include source(s) of funds and whether received or anticipated. [Specify restrictions to gifts (Faculty Support, etc.).]**

REQUIRED SIGNATURES:

Cost Center Manager:

Name: _____
 Signature

Title: Date:

Budget Director/Finance Officer:

Name: _____
 Signature

Title: Date:

Dean/Dept. Chairman

Name: _____
 Signature

Title: Date:

Med Finance approval (if Medical-related):

Name: _____
 Signature

Title: Date:

This request must be submitted with the following supporting documentation as appropriate: copies of checks, donor letters, relevant correspondence and/or budget approval. Failure to include back-up will delay driver worktag set up.

For Controller's

Office Use Only Fund: 10 20 21 30 35 40 41 50 Hierarchy: _____

PG/PR/BG _____ Title: _____

[R V U] or [Non - R V U] Generating? Company _____ Location _____

Financial Class _____ Region _____

University Controller: _____ Date: _____