



REQUEST FOR NEW **workday** DRIVER WORKTAG

(REV 11/17)

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

Date: _____
From: _____
Department: _____
Phone: _____

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. Program/Project Manager: 1. _____
2. _____
Finance Reviewer: _____
Salary Access? Yes No
Program Reviewer: _____
Salary Access? Yes No

Gift Reviewer: 1. _____
2. _____
Finance Reviewer: _____
Salary Access? Yes No

* List any additional roles in a separate e-mail.

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:	Dean/Dept. Chairman
Name: _____	Name: _____
_____	_____
Signature	Signature
Title: _____	Title: _____
Date: _____	Date: _____
Budget Director/Finance Officer:	Med Finance approval (if Medical-related):
Name: _____	Name: _____
_____	_____
Signature	Signature
Title: _____	Title: _____
Date: _____	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: _____