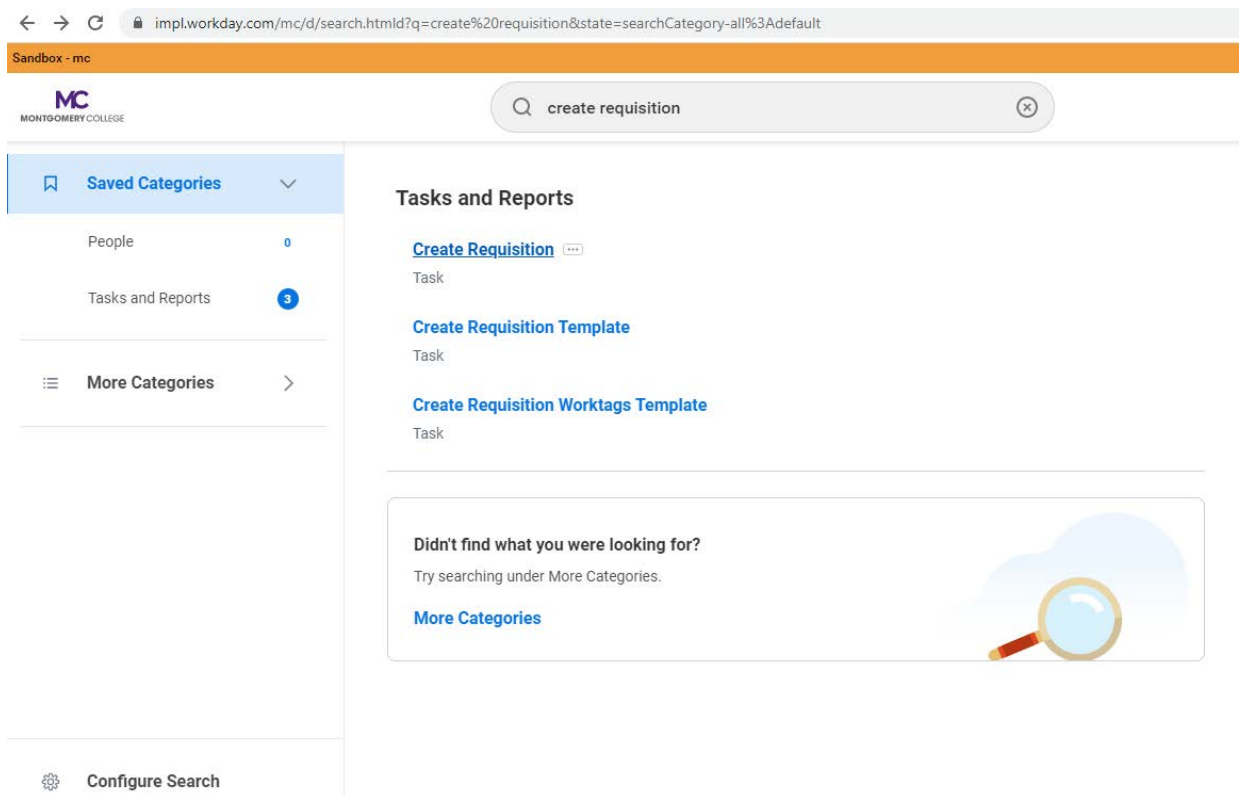1. In Workday Search Bar, type "Create Requisition," then choose first option.

2. Once you click "Create Requisition," a page will populate with all of your information. Scroll down the page to "Cost Center", click on the three lines, choose "Active Cost Centers" and scroll down to MC0001. Once you choose that , the other funding fields will self-populate. In "Additional Worktags", click on "Activity" and choose the option that applies. Here is a listing for the more popular EAP categories:

Activity B: Compliance and Ethics
Activity D: Equity, Diversity, Access and Inclusion
Activity G: Continuing Education in Discipline/Field/Profession (*most popular option*)
Activity L: Leadership, Management and Supervision
Activity M: Educational Credentialing/Certifications/Licensures (*for licenses/certification renewals*)
Activity P: Professional Memberships
Activity R: Language, Literacy and Communication
Activity T: Technology or Cybersecurity
Activity U: Teamwork and Collaboration
Activity W: Wellness

Professional Memberships was chosen for this example: (*see next page*)

On the next page click on "Request Non-Catalog I Items."

3. Choose "Request Services " and complete the information as applicable. Make sure the spend category is EAP related or you may receive an error.

Non-Catalog Request Type

○ Request Goods

● Request Service

Service Request Details

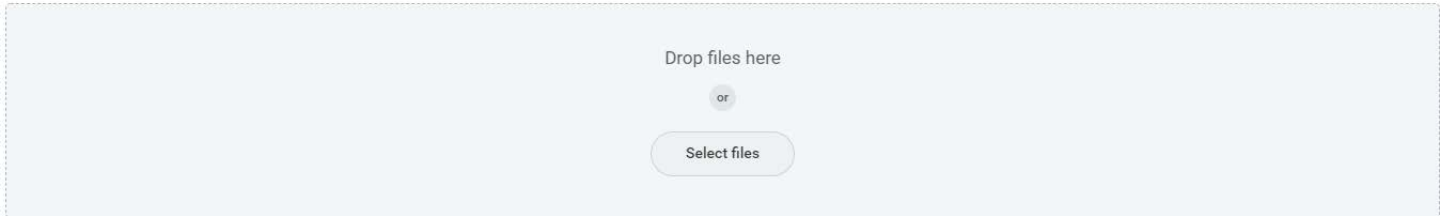|		
Description	*	Professional membership
Spend Category	*	✕ 5521 - EAP - Non-MC Courses, Seminars, Conferences and Workshops ⋯ ≣
Supplier		✕ SHRM / Soc for Human Resource Management ≣
Supplier Contract		≣
Start Date		01/01/2022 🗓
End Date		12/31/2022 🗓
Extended Amount		219.00

[Add to Cart] [Continue Shopping ▾] (Cancel)

4. Click on "Add to Cart"

5. You will now be in "Checkout." In the **"Requisition Type"** field under "Requisition Information," choose "EAP."
6. Under "Attachments," attach required supporting documentation i.e., bill, invoice, completed registration form

7. Click Submit.

Once the attachment has been uploaded, and submitted, , the system will state that it was successfully uploaded.

If your submission was successfully submitted, there should be no errors.