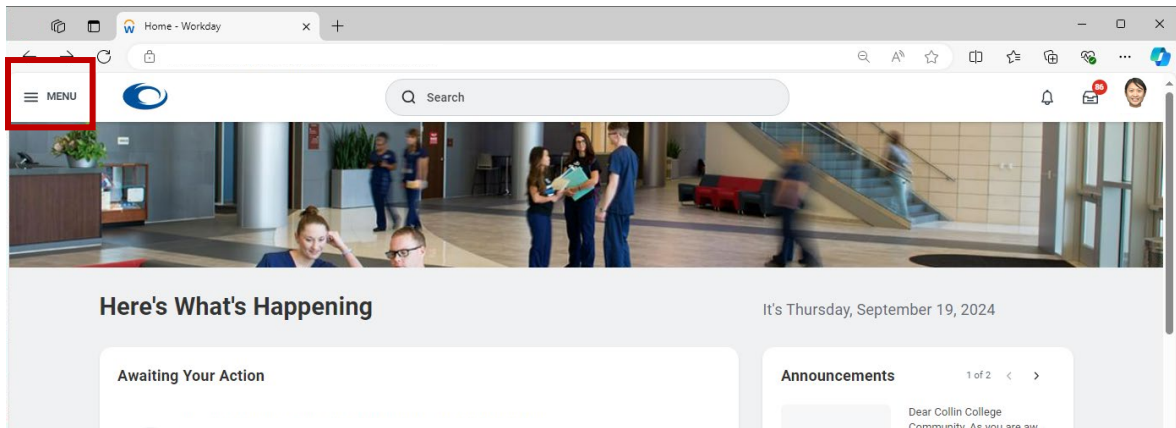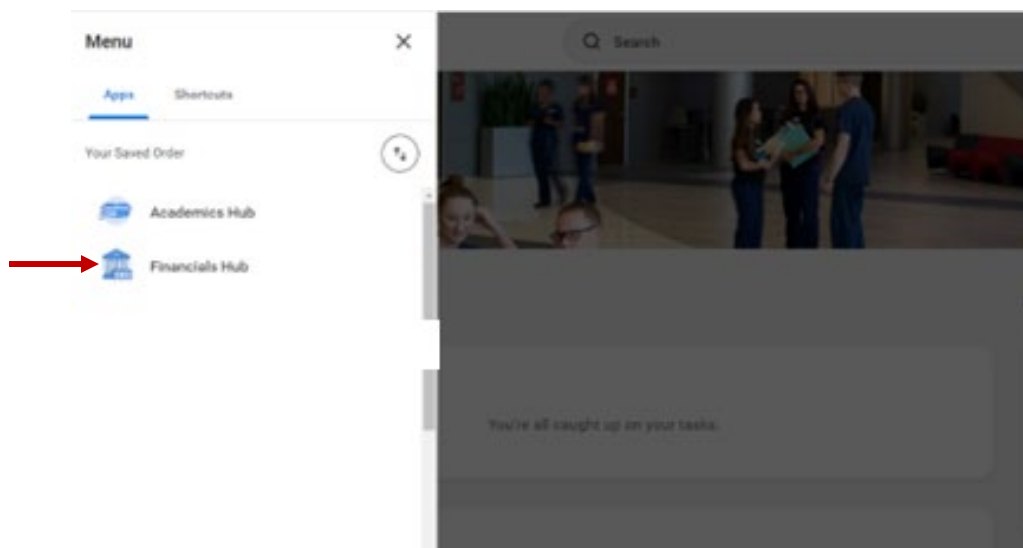# SUBMITTING EXEMPTION REQUESTS IN WORKDAY

There are at two ways to submit your exemption request in Workday. We'll discuss both.
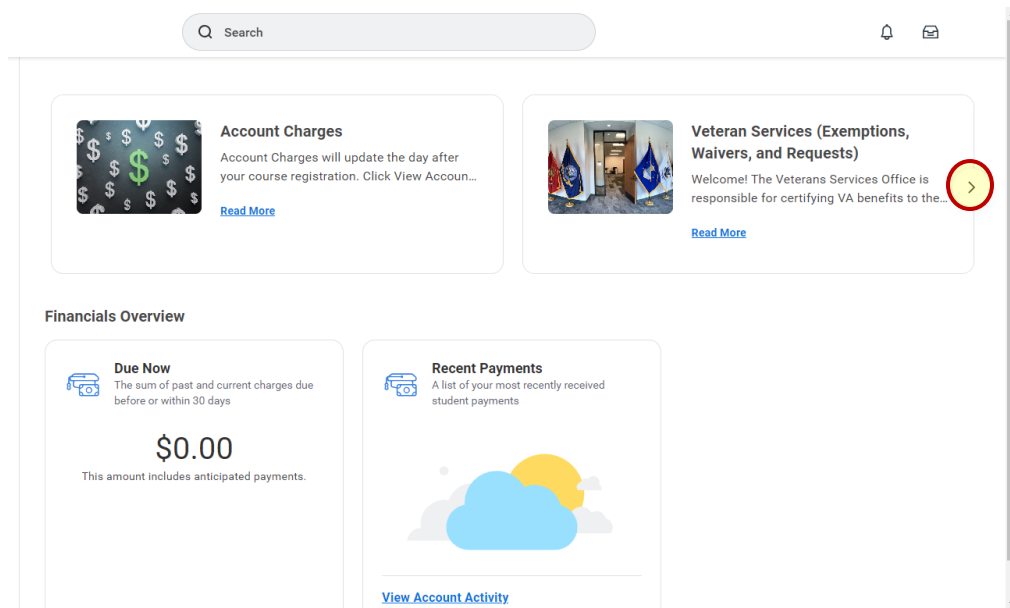
- First, from your dashboard in Workday, click the three lines next to the word "MENU" in the upper left corner of the screen.
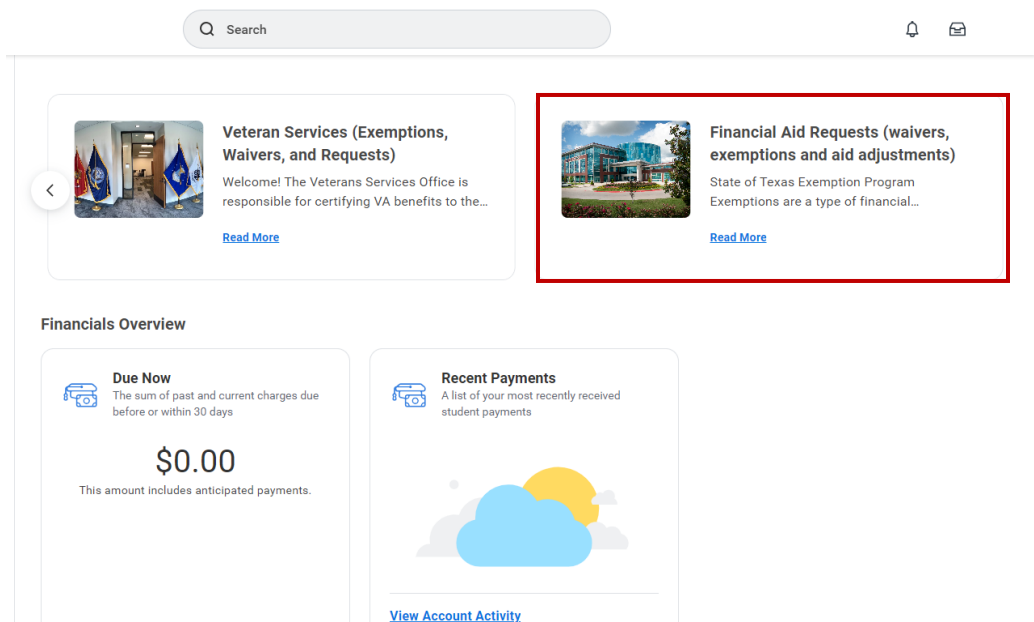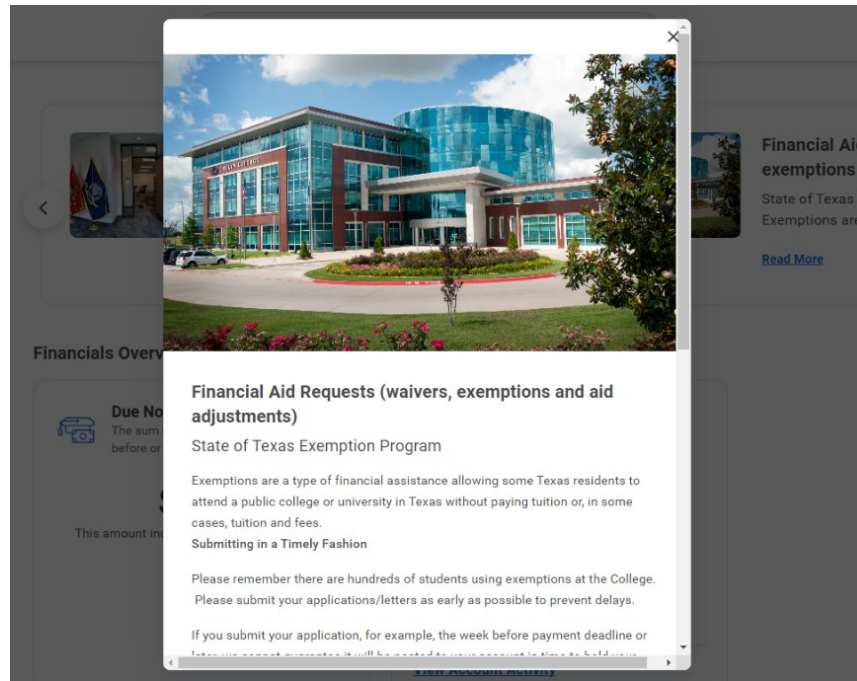

- Click on the "Financials Hub"

- Scroll to the right by clicking the arrow on the far right of the screen until you see the "Financial Aid Requests (waivers, exemptions and aid adjustments)."
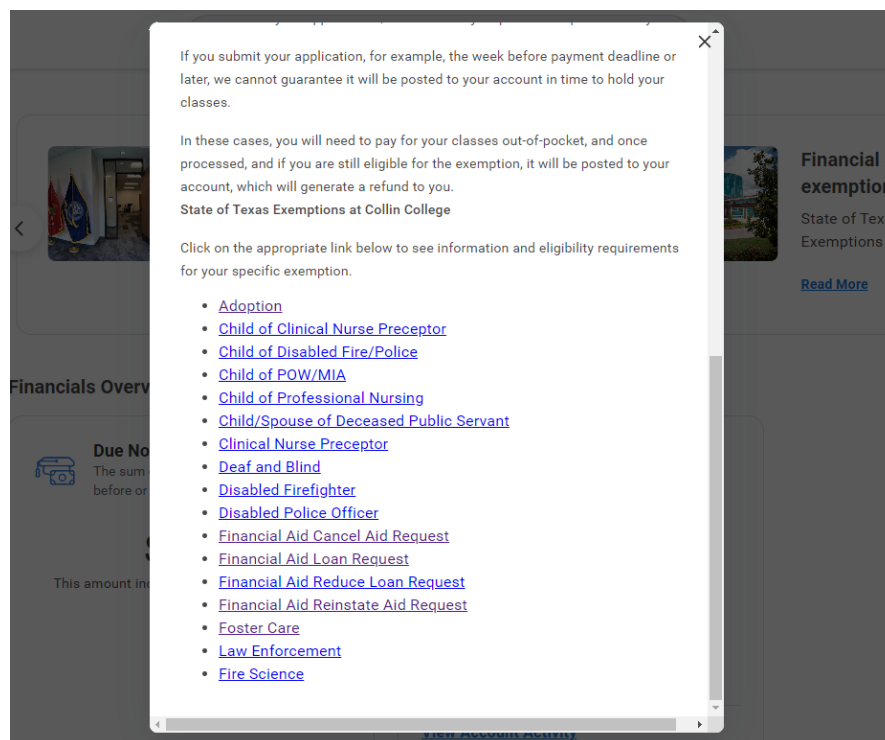

- Click on the Financial Aid Requests box.

- A new box will pop-up with the same heading: "Financial Aid Requests (waivers, exemptions and aid adjustments)

- Scroll down until you see the list of options.

- Click on the exemption you are wanting to submit. The choices include:

    - Adoption
    - Child of Clinical Nurse Preceptor
    - Child of Disabled Fire/Police
    - Child of POW/MIA
    - Child of Professional Nursing
    - Child/Spouse of Deceased Public Servant
    - Clinical Nurse Preceptor
    - Deaf and Blind
    - Disabled Firefighter
    - Disabled Police Officer
    - Foster Care
    - Law Enforcement
    - Fire Science

- Once you click on your exemption, a new window will open with the appropriate form with instructions and a place to upload your documentation.

    For example, let's say you want to submit an Adoption exemption. You will click on "Adoption" in the list. This will open the form for that exemption.

CWID:

(Required)

Student Name:

(Required)

Please attach:

The tuition waiver letter from the Texas Department of Family and Protective Services (TDFPS). To obtain the tuition waiver letter from TDFPS, contact your Regional Preparation for Adult Living (PAL) Coordinators or call **(512) 460-7394 or (737) 239-6407.**

(Required)

Drop files here

or

Select files

Required Statement of Selective Service Status

Submit   Save for Later   Cancel

Required Statement of Selective Service Status
In accordance with Texas Education Code, Section 51.9095, male students must file a Selective Service Statement of Registration Status with their institution or other entity granting financial assistance. For more information about Selective Service, visit sss.gov.

(Required)

○ I was born female and not required to register
○ I was born male and am under the age of 18 and not currently required to register.
○ I was born male and am REGISTERED with the Selective Service.
○ I was born male and am over the age of 18. I am not registered with Selective Service and I am not exempt from registering with Selective Service.
○ I was born male and am EXEMPT from registration:

Selective Service Section

I acknowledge that all of the information stated is true and accurate.

(Required)

○ Yes
○ No

enter your comment

Attachments

Submit   Save for Later   Cancel

- o Read the instructions and fill in *all* required spaces (including the Selective Service section).

- o Then, scroll down until you see the box to upload your Adoption letter from the Department of Family & Protective Services (DFPS).

- o Then click the "Submit" button.

Your exemption request will now be routed to the appropriate person for processing. Please note it is unlikely that your exemption will be posted the same day you submit it. For that reason, please submit your exemption request as soon as you know you will attend that semester.
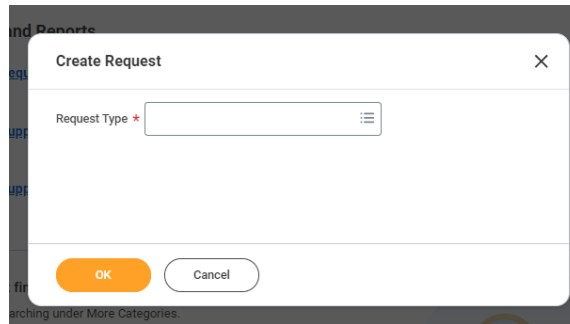
SECOND METHOD FOR SUBMITTING AN EXEMPTION REQUEST

- From your dashboard in Workday, type "Create Request" in the search bar.
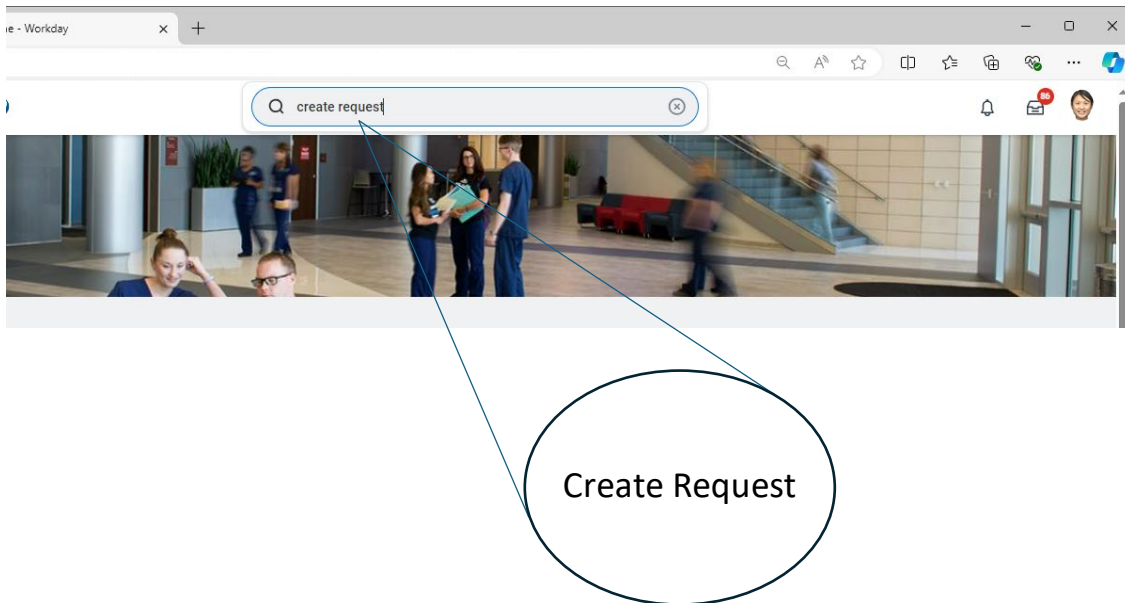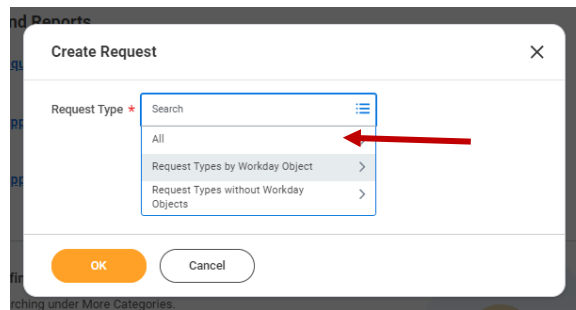

Create Request

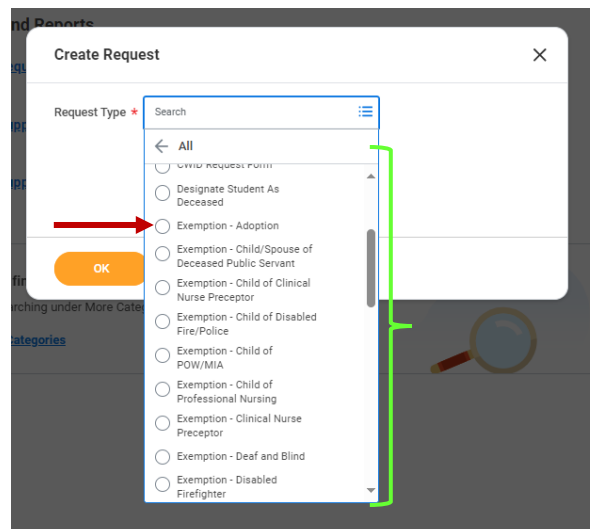- Click the "Create Request" link under Tasks and Reports.
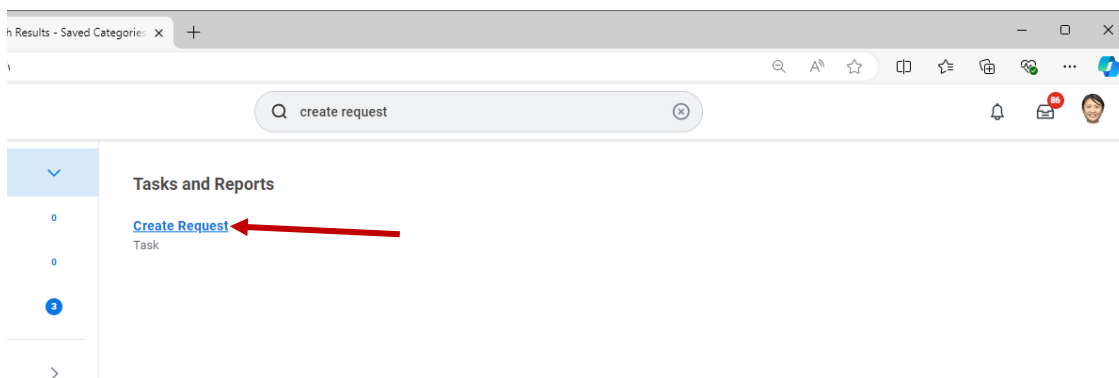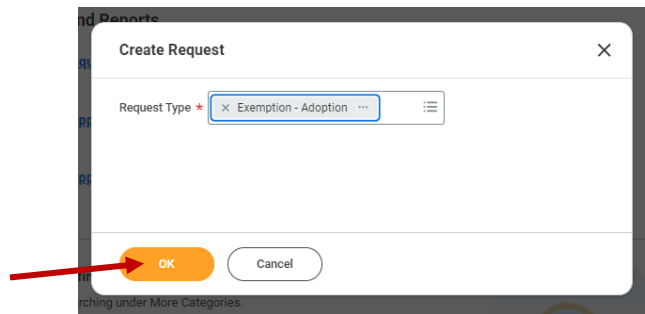
- A small box will pop-up:

- Use the 3 lines in the Request Type box to drop down the menu. Click "All."

- The box will extend with all the possible choices of requests. Scroll down until you find the one you're looking for (let's stick with the Adoption Exemption as in our previous section).

- When that type loads into the Request Type box, click the "OK" button at the bottom of the box.

- This will open the form for that exemption. This is the same form that we completed in the first method on pages 4-5. Follow the instructions on those pages to submit your exemption request.