ASU

Instructions to request a new gift worktag

Step one

1. Log in to Workday with your ASURITE credentials.
2. From the Workday search bar, type **Create Gift Request**. This task can also be accessed from the **Program and Gift Worktags Requests** dashboard by typing it into the Workday search bar.
3. Hit **Enter** on your keyboard.
4. If you do not see the **Create Gift Request** task in the search results, click the **More Categories** tab in the left navigation pane.

Note: If you are assigning an Academic Employee Worktag to the new gift, the Academic Employee Worktag must already be set up. To request a new Academic Employee Worktag, initiate a **Create Request task** in Workday.

Step two

1. Complete the form. The required fields are marked with a red asterisk.
2. From the **Gift Type** dropdown menu, select the type of gift:
   a. Other gifts — use the following work instructions.
   b. Named professorship — refer to the work instructions for Create Named Professorship Gift.
3. Fill out the following fields:
   a. **Gift name**. Format the gift name as "prefix-account name."
   b. **Gift purpose**: Clarify the intended use of the gift and specify activities it will support.
   c. **College or department prefix**: Enter the assigned prefix of the college or department.
   d. **Cost center**: Enter the cost center to which the gift should be assigned. You may only enter one cost center. Type the reference ID or cost center description.
   e. **Campus**: Select a campus from the dropdown menu.
   f. **Proposed activity**: Select an activity from the dropdown menu.
   g. **Sources or revenue**: Provide information and describe the funding source.
   h. **Donor intent or restrictions**: Provide information related to the donor's intent or restrictions for how the gift can be used.
   i. **ASU Foundation account number**: If ASU Foundation funds the gift, provide its account number. This must be a unique value. If the account number is already associated with another gift account, consider adding a character at the end of the account number. For example, if G12345 is assigned to another gift, use G12345-0 instead.

j. **Academic employee**: This is an optional field. Type in the reference ID or worktag description. The Academic Employee worktag must already be set up in Workday. If the Academic Employee worktag is not set up, click the cancel button and initiate a Create Gift Request task.
   k. **Other information and special instructions**: This is an optional field.
4. Attachments can be added in the **Upload Attachments** section**.** Select **OK** when finished.
5. The task is submitted and will route to the next approver in the business process. You will receive a Workday notification when the task is completed.
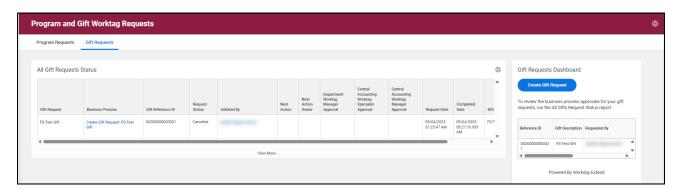
Approvals

Gifts will route to the following:

- Department worktag manager.
- Financial Services Central Accounting staff.

Reports

Use the Program and Gift Worktag Requests dashboard to view all the program and gift worktag request tasks you have initiated.

[Contact your Financial Services accountant](#) with questions or for more information.