



## Instructions to request a new gift worktag

### Step one

1. [Log in to Workday](#) with your ASURITE.
2. From the Workday search bar, type **Create Worktag Request**.
3. Hit **Enter** on your keyboard.
4. The Create Worktag Request dashboard will populate, where you can select **New Gift Request**.

**Note:** If you are assigning an Academic Employee worktag to the new gift, the Academic Employee worktag must 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 Created Named Professorship Gift work instructions](#).
3. Fill out the following fields:
  - a. **Gift name:** Format the gift name as “prefix-account name.” It cannot exceed 62 characters.
  - b. **Gift purpose:** Clarify the intended use of the gift and specify the 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 that the gift should be assigned to. 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 the ASU Foundation funds the gift, provide the Foundation’s account number. This must be a unique value. If the ASU Foundation 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 Request** task.
  - k. **Other information and special instructions:** This is an optional field.
4. Attachments can be added to 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

You can type **Create Worktag Request** in the Workday search bar, navigate to the **Help** category and select the **All Gift Requests Status** report to view all the gift worktag requests you have initiated.

Gift requests can also be accessed by selecting **View/Edit Requests**, then selecting **View Gift Requests**.

To access archived gift worktag requests submitted and processed before March 2026, select the **View Archived Requests** or navigate to the **Help** directory to select the **All Archived Gift Requests Status** report to view all the archived gift worktag requests you have initiated.

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



## Instructions to request a new gift, named professorship worktag

These instructions describe how to complete the Create Worktag Request task for a Named Professorship.

Before you request a gift for a named professorship, you must receive approval from the [Office of the University Provost](#).

After you create the gift with the Primary Purpose of Professorship, your academic Office of Human Resources partner can use the **Add Academic Appointment** or **Update Academic Appointment** tasks to associate a named professorship with an academic appointee.

### Create a worktag request task

Enter **Create Worktag Request** in the Workday search bar. Select the **Gift Request** option.

In the **Gift Type** field, select **Named Professorship**.

The Named Professorship data entry fields will appear. Complete the following fields:

- **Initially Established Date:** Enter the date the professorship was established.
- **Initially Available Date:** Specify when the professorship is available to fill in appointment business processes. This date must be after the Initially Established Date.
- **Professorship Name:** Enter the Professorship Name. If left blank, the name will default to the gift name.
- **Professorship Title:** Enter the Professorship Title. If left blank, the title will default to the gift name.
- **Academic Unit:** Select the Academic Unit from the dropdown menu.
- **Appointment Restrictions:** Enter Appointment Restrictions for the named professorship. They're informational only and don't affect professorship assignments. This field is optional.
- **Professorship Comments:** Enter other comments. This is an optional field.

An attachment is required to complete the Named Professorship gift entry area. Complete any remaining fields on the request.