

Instructions to request a new program worktag

Step one

1. [Log into Workday](#) with your ASURITE credentials.
2. From the Workday search bar, type **Create Program Request**.
3. Hit **Enter** on your keyboard.
4. If you do not see the **Create Program Request** task in the search results, click the **More Categories** tab in the left navigation pane.

Note: If you will be assigning an Academic Employee Worktag to the new program, 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 Program Type dropdown menu, select the type of program:
 - a. IIA: Investigator Initiative Award.
 - b. SIF: Strategic Initiative Funds.
 - c. KE Internal Award.
 - d. Other.
3. Fill out the following fields:
 - a. **Program name.** Format the program name as “prefix-purpose of program-suffix.”
 - b. **Program purpose:** Clarify the intended use of the program and specify activities it will support.
 - c. **College or department prefix:** Enter the assigned prefix of the college or department.
 - d. **Primary cost center:** Enter the cost center that the program should be assigned to. You may only enter one cost center. Type the reference ID or cost center description.
 - e. **Additional cost center:** Populate this optional field if the program should be assigned to additional cost centers. You may enter multiple cost centers. Type the reference ID or cost center description.
 - f. **Campus:** Select a campus from the dropdown menu.
 - g. **Proposed activity:** Select an activity from the dropdown menu.
 - h. **Funding source:** Provide information and describe the funding source.
 - i. **Academic employee:** This is an optional field. Type in the reference ID or Worktag description. The Academic Employee Worktag must already be setup in Workday. If the Academic Employee Worktag is not set up, click the cancel button and initiate a Create Program Request task.
 - j. **University custom programs hierarchy:** This is an optional field. Select from the list if your department uses the hierarchy.
 - 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 successfully completed.

Approvals

IIA and other programs will route to the following:

- Department worktag manager.
- Financial Services or Knowledge Enterprise Central Accounting staff — for IIA programs.

SIF Programs will route to the following:

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

Reports

Create a **Program Request** to view all of all program request tasks you have initiated.

Program Requests

Create Program Request

To review the business process approvals for your program requests, run the All Program Request Status report.

10 items

Reference ID	Program Description	Requested By	Requested On	Status	Completed On	Actions
P000095	FMS-Data Analytics-GOT	Edalia Kousari	09/21/2023	In Progress		View Details
P000093	ENGR-Gravity Studies	Edalia Kousari	09/21/2023	In Progress		View Details
P000092	CHS-EK1-Exercise Lab-LCL	Edalia Kousari	09/20/2023	Successfully Completed	09/20/2023	View Details
P000087	EOSS-Student Engagement-GOT	Edalia Kousari	09/20/2023	In Progress		View Details
P000062	FMS-Extend Projects-GOT	Edalia Kousari	09/19/2023	In Progress		View Details

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