PENSACOLA STATE COLLEGE



STUDENT

Finances Requests

As a student, you can create *Requests* in Workday to initiate changes related to your financial student account.

Note: If you have questions about the *Request* types, and want to determine if you qualify, contact your advisor. To learn how to locate your advisor in Workday, visit our <u>WD Student Help</u> page.

- 1. In the search bar of your Workday account, type Create Request.
- 2. Click the Create Request task.

Search Results Categories Search Results 1 items Common Tasks and Reports Organizations Processes Processes Projects Tip: try selecting another category from the left to see other results	PSC	Q create req	0	create reg	¢ ⁸	1
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3. Select the *Request Type* using the dropdown menu or by entering search terms.

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Request Types

- Homeless Waiver
- Request for Refund
- Dependency Override
- Direct Loan Request
- Professional Judgement
- VA Certification and Waiver
- Florida Prepaid Plan
- DCF Independent Living & Adoption
- State Employee
- Satisfactory Appeal Progress
- 4. Click OK.

All requests will display required fields requesting more information. Some will require supporting documentation. Please fill out these requests accurately and with details to prevent delays.

5. Click **Submit**. Monitor your Workday Inbox for *Action Items* pertaining to your request. To confirm the submission of your request, view it in your *Inbox Archive*.

Cashier: Florida Prepaid Plan 👘					
Please use this request if you need to use your Florida Prepaid Plan.					
Instructions: Pensacola State College receives information regarding your Florida Prepaid Account if you have provided a valid social security number that matches your Florida Prepaid Account. We will automatically bill your Florida Prepaid ac- count up to the amount of hours you have available in order to provide the lower cost to you. If you DO NOT want to use your available hours, please submit Request Change in Florida Prepaid Account Billing in order to OPT OUT of automatic billing. For further information, please contact the Cashier's Office at 850-484-1782					
In order to reduce the amount owed to Pensacola Sta Please note that there will still be a balance owed to t I choose to OPT IN to allow billing my F I choose to OPT OUT to not allow billing	te College, we are asking you to authorize billing to your Florida Prepaid Account. he College even if you allow us to bill your Florida Prepaid Account. (Required) 'lorida Prepaid Account. g my Florida Prepaid Account.				
	Inbox				
enter your comment	Actions Archive	Request Process : Cashier: Florida Prepaid Plan : Pirate Student			
Attachments	Sort By: Newest V From Last 30 Days	1 minute(s) ago - In Progress: Multiple Parties You completed this item on 07/28/2022.			
Submit Save for Later	Request Process : Cashier: Florida Prepaid Plan : Pirate Student 1 minute(s) ago - In Progress: Multiple Parties				
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Notes: You can come back to the request later by clicking Save For Later, which will appear in your Inbox Actions.

Inbox		
Actions	Archive	Revise Request Request Process : Cashier: Homeless Waiver : Pirate Student ••••
Viewing: All \sim	Sort By: Newest	10 second(s) ago
Request Process : Cashie Student	r: Homeless Waiver : Pirate	Please file this request if you are looking for approval on the homeless waiver.
10 second(s) ago		Request Request : Cashier: Homeless Waiver : Pirate Student