

## USER GUIDE

### DEFERRED PAY ENROLLMENT/TERMINATION REQUEST

Use the following steps to request **enrollment in** or **termination from** the deferred pay program. The submission will serve as your authorization. Therefore, you **must** submit the request yourself; otherwise, the request will be denied.

#### Request To ENROLL:

1. Log in to Workday using the same log-in information used to access CANVAS.
2. Type 'Create Request