

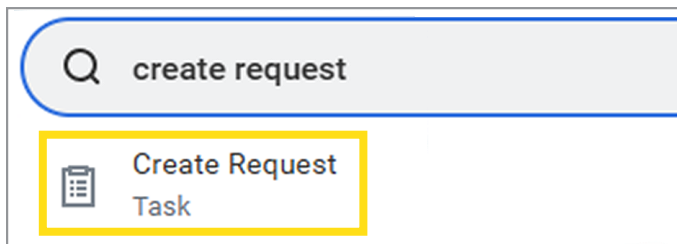
A STEP BY STEP GUIDE TO OUTSTANDING WAGE BENEFICIARIES IN WORKDAY

This step by step guide will walk you through the process of requesting and completing an Outstanding Wage Beneficiary Designation form in Workday, including two options to initiate the request.

Option 1: Create Request

STEP 1

Enter “create request” in the search bar and select the “Create Request” Task.

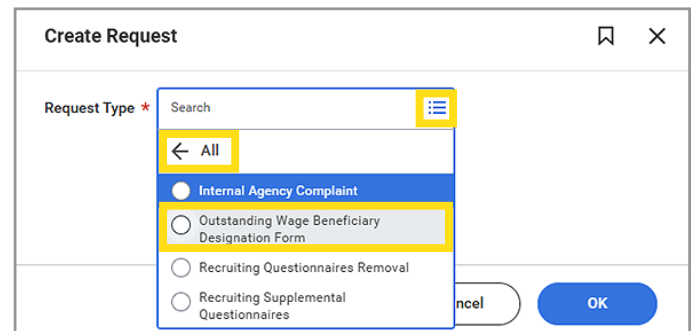


A screenshot of the Workday search bar. The text "create request" is entered into the search field. Below the search bar, a dropdown menu is visible, and the option "Create Request Task" is highlighted with a yellow border.

STEP 2

Click on the “Request Type” dropdown menu.

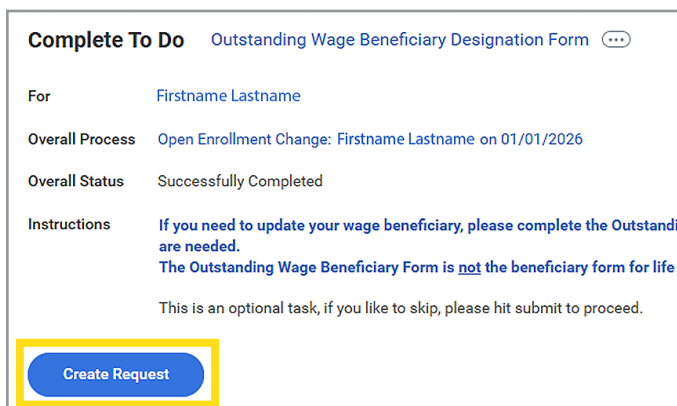
Under “All”, select “Outstanding Wage Beneficiary Designation Form”



A screenshot of the "Create Request" form in Workday. The "Request Type" dropdown menu is open, showing a list of options. The option "Outstanding Wage Beneficiary Designation Form" is selected and highlighted with a yellow border. Other options include "Internal Agency Complaint", "Recruiting Questionnaires Removal", and "Recruiting Supplemental Questionnaires". The "OK" button is visible at the bottom right.

Option 2: Task Inbox

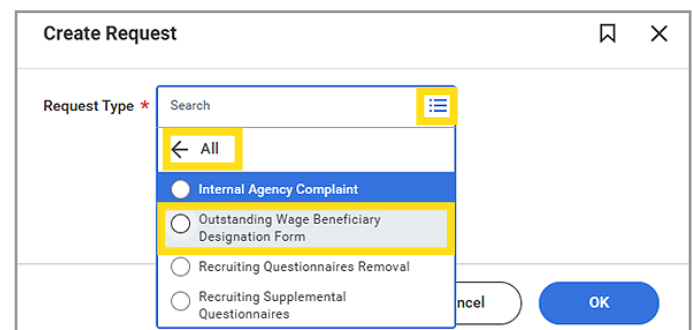
STEP 1 Click “Create Request”.



A screenshot of the "Complete To Do" task inbox in Workday. The task is titled "Outstanding Wage Beneficiary Designation Form". The "Overall Status" is "Successfully Completed". The "Instructions" section contains text about updating wage beneficiaries. At the bottom, the "Create Request" button is highlighted with a yellow border.

STEP 2

Click on the “Request Type” dropdown menu. Under “All”, select “Outstanding Wage Beneficiary Designation Form”



A screenshot of the "Create Request" form in Workday. The "Request Type" dropdown menu is open, showing a list of options. The option "Outstanding Wage Beneficiary Designation Form" is selected and highlighted with a yellow border. Other options include "Internal Agency Complaint", "Recruiting Questionnaires Removal", and "Recruiting Supplemental Questionnaires". The "OK" button is visible at the bottom right.

Completing the Form

STEP 1 Enter the Legal Name, Date of Birth, Address, and Social Security Number of each beneficiary and click “Submit”.

Note: Be sure the percentages for each beneficiary add up to a total of 100%.

STEP 2 Go to your Workday Task Inbox. A task should appear to sign the form. Click on this task and complete the E-sign by Adobe Sign.

Outstanding Wage Beneficiary Designation Form

Review Documents for Request Process: Outstanding Wage Beneficiary Designation Form: Tralynn Stevenson

Documents

On this page, you can only download the original, unsigned version of the document.

Document Outstanding Wage Beneficiary Designation Form 2025-10-15.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close your browser.

E-sign by Adobe Sign

E-sign by Adobe Sign

STEP 3 The image below is what is should look like once a signature is entered. Click “Submit”.

Sign

Print Employee Full Name: Firstname Lastname Click to change

Signature of Employee:

Date: 10/15/2025

STEP 4 Go back to your Workday Task Inbox. Click “Done” in the “Resolution box” and then “Submit”.

Request	Request: Outstanding Wage Beneficiary Designation Form: Tralynn Firstname Lastname	Worker	<input type="text"/>
Request Type	Outstanding Wage Beneficiary Designation Form	Request Subtype	<input type="text"/>
Request Date	10/15/2025 12:45:22.151 PM	Resolution	<input type="button" value="Done"/>
Request ID	(empty)	Resolution Details	<input type="text"/>
Requester	Firstname Lastname		

Note: If you received the “Success” pop-up box, you are finished.

STEP 5 Go to your **profile**, click **“Personal”** in the blue ribbon, and click on **“Request History”**.

Pay

Contact

Personal

Performance

Career

Personal Information

Names

IDs

Documents

Additional Data

Request History

STEP 6 Under **Request**, click **“Request: Outstanding Wage Beneficiary Designation Form link”**.

Request	Request Type	Request Status	Request Initiator	Initiated On	Completed On	Document (If Any)
Request: Outstanding Wage Beneficiary Designation Form: Tralynn Stevenson	Outstanding Wage Beneficiary Designation Form	Successfully Completed	Tralynn Stevenson	10/15/2025 12:45:22.151 PM	10/15/2025 01:08:01.954 PM	 Outstanding Wage Beneficiary Designation Form 2025-10-15.pdf

STEP 7 In the top right-hand corner, click on the **PDF**. **Save or print your copy.**

