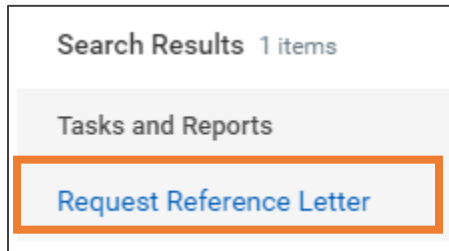


Use this job aid to request a reference letter to provide employment or wage verification.

Request Reference Letter

From your home screen:

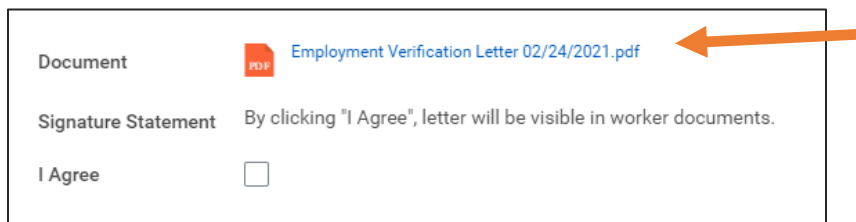
1. Navigate to the search bar and type **Reference Letter**. Click **Request Reference Letter**.



2. In the **Reference Letter** field, select the letter type.
3. In the **Document Language** field, defaults to English. Select alternative language if available.
4. Click **Submit**.
5. Navigate to your Workday Inbox and open the **Request Reference Letter** task.

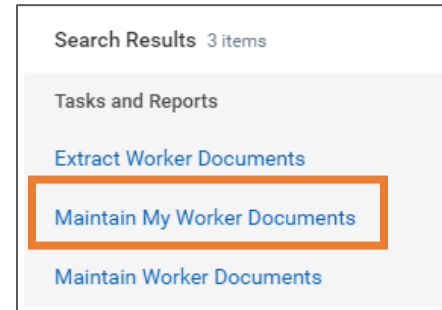


6. Click the document to review it.



7. Click **I Agree**.

8. Click **Submit** and **Done**.
9. Navigate to the search bar and type **Worker Documents**. Select **Maintain My Worker Documents**.



10. In the **Generated Documents** section, click the document to open a preview and click  to download it.