

Employee Tuition Benefits (ETB) Request in Workday



1

Type Create Request in search bar. Click on Create Request Task

2

Type in Employee in Request Type or click All and Employee Tuition Benefits. Click OK.

3

Type “ETB” in Describe the Request. Click Submit

Please describe the request and submit to begin the application for Employee Tuition Benefits funding.

Describe the Request * ETB

4

Click on “Complete Questionnaire”

You have submitted

Up Next: [] Please complete the Employee Tuitio...

[View Details](#)

Complete Questionnaire

5

Complete the Questionnaire for the upcoming semester. A new request must be submitted EACH semester that ETB is to be applied. Click Submit.

6

The form will be routed to the Employee’s manager for approval and then forwarded to HR for confirmation of your employment status.

7

Once Financial Aid is notified of the final approval, ETB will be added to the student’s financial aid package.

Questions?

Reach out to finaid@wingate.edu