

# WORKDAY FINANCIAL AID GUIDE FOR STUDENTS

This guide outlines Workday financial aid tasks and processes for students.



# Workday Financial Aid Guide for Students

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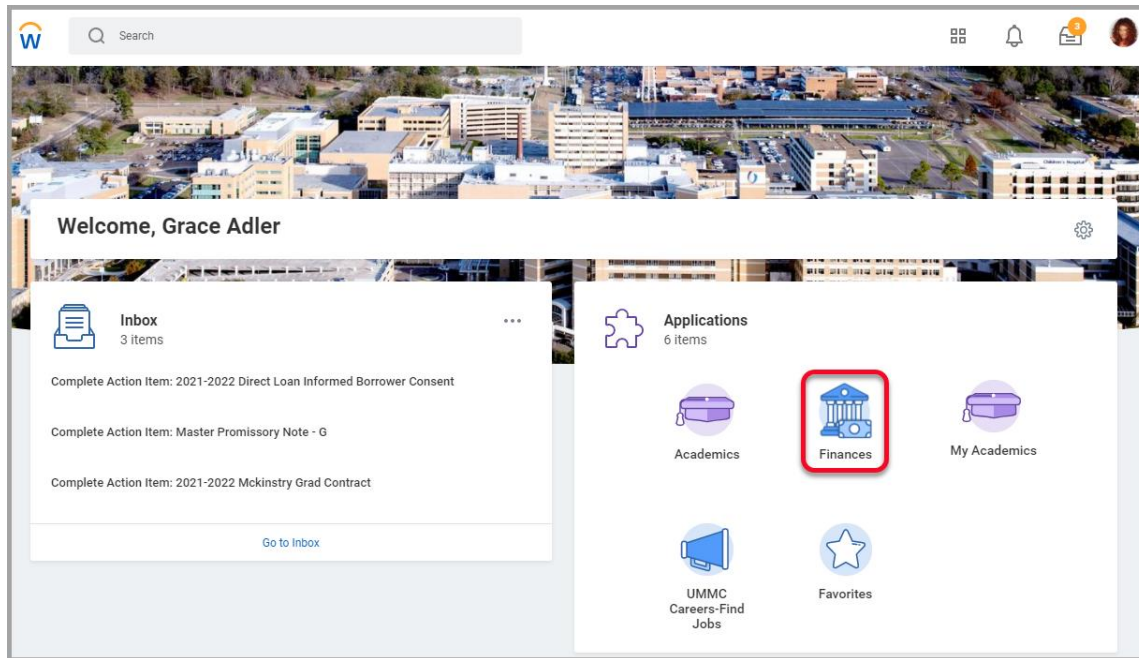
# Workday Financial Aid Guide for Students

## FINANCIAL AID AWARDS

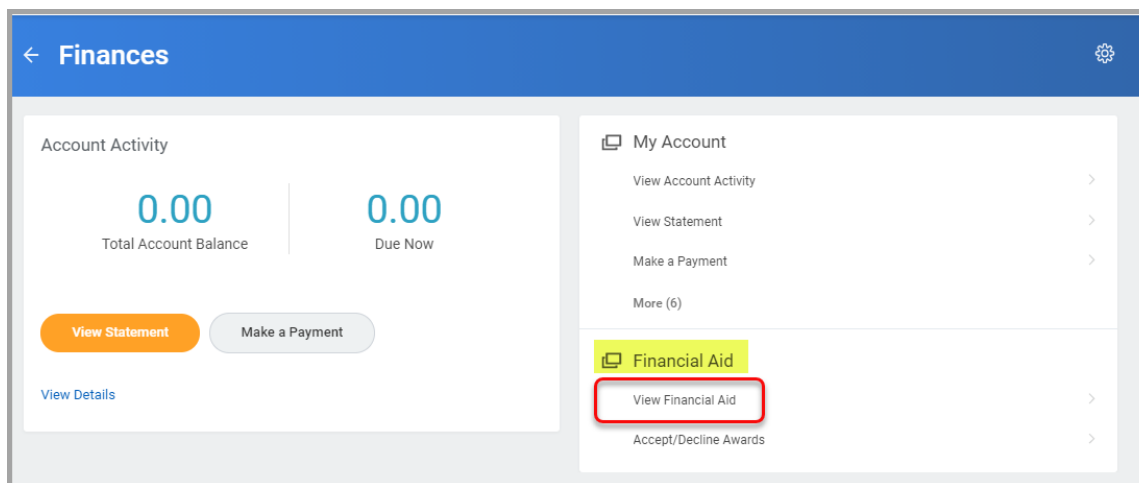
As a student, you can view, accept, and print your financial aid awards in Workday.

### How to View Financial Aid Awards

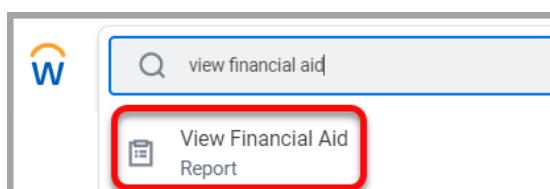
1. On the Workday home page, click the **Finances** application.



2. Click on **View Financial Aid** in the Financial Aid section of the Finances dashboard.



**NOTE:** You can also type *view financial aid* in the Workday search field and select **View Financial Aid**.



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## FINANCIAL AID AWARDS

### How to View Financial Aid Awards (continued)

3. Enter the **Academic Unit** and **Award Year**.
4. Click **OK**.

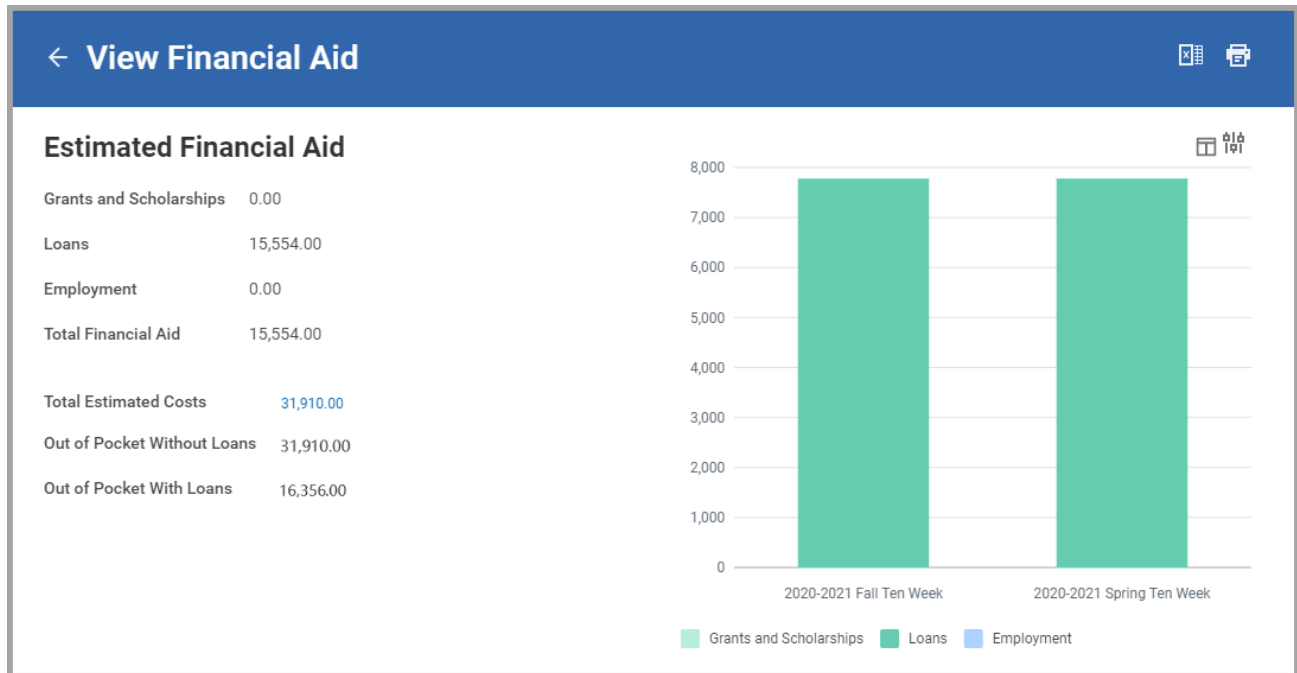
**View Financial Aid**

Academic Unit \*

Award Year \*

**OK** Cancel

5. The top section displays a summary of your **Estimated Financial Aid** including a bar graph.



# Workday Financial Aid Guide for Students

## FINANCIAL AID AWARDS

### How to View Financial Aid Awards (continued)

- The **Financial Aid Overview** tab displays your **Award Year Summary** and **Awards Breakdown** for the selected award year.

The screenshot shows the 'Financial Aid Overview' tab selected. It displays the '2020-2021 Award Year Summary' with a total amount offered of 15,554.00 and a total amount accepted of 0.00. Below this is a table with 2 items showing the amount offered and accepted for the 2020-2021 Fall and Spring Ten Week periods. At the bottom, there are buttons for 'Accept/Decline Awards', 'Print Award Letter', and 'Print College Financing Plan'. The 'Awards Breakdown' section is expanded to show details for the 2020-2021 Fall and Spring Ten Week awards, including award type, amount offered, amount accepted, status, and disbursement schedule.

2020-2021 Award Year Summary		
Total Amount Offered	15,554.00	
Total Amount Accepted	0.00	

Academic Period	Amount Offered	Amount Accepted
2020-2021 Fall Ten Week	7,777.00	0.00
2020-2021 Spring Ten Week	7,777.00	0.00

Awards Breakdown					
2020-2021 Fall Ten Week Awards					
Award Type	Amount Offered	Amount Accepted	Status	Disbursement Schedule	
				Anticipated Disbursement Date	Anticipated Disbursement Amount
Federal Direct Unsubsidized Loan - G	7,777.00	0.00	Offered	11/19/2020	7,695.00

2020-2021 Spring Ten Week Awards					
Award Type	Amount Offered	Amount Accepted	Status	Disbursement Schedule	
				Anticipated Disbursement Date	Anticipated Disbursement Amount
Federal Direct Unsubsidized Loan - G	7,777.00	0.00	Offered	01/11/2021	7,695.00

- The **Estimated Costs** tab displays your **Estimated Cost Summary** and **Estimated Cost Breakdown** for the selected award year.

The screenshot shows the 'Estimated Costs' tab selected. It displays the 'Estimated Cost Summary 2020-2021 Award Year' with a total estimated cost of 31,910.00. Below this is a table with 2 items showing the total estimated institutional and non-institutional costs for the 2020-2021 Fall and Spring Ten Week periods. The 'Estimated Cost Breakdown' section is expanded to show details for the 2020-2021 Fall and Spring Ten Week estimated costs, including cost type, estimated institutional costs, and estimated non-institutional costs.

Estimated Cost Summary 2020-2021 Award Year		
Total Estimated Costs	31,910.00	

Academic Period	Total Estimated Institutional Costs	Total Estimated Non-Institutional Costs
2020-2021 Fall Ten Week	4,363.00	11,592.00
2020-2021 Spring Ten Week	4,363.00	11,592.00

Estimated Cost Breakdown		
2020-2021 Fall Ten Week Estimated Costs		
Cost Type	Estimated Institutional Costs	Estimated Non-Institutional Costs
Personal	0.00	1,799.00
Tuition	4,363.00	0.00
Housing	0.00	5,998.00
Books	0.00	997.00
Other	0.00	1,099.00
Transportation	0.00	1,699.00

2020-2021 Spring Ten Week Estimated Costs		
Cost Type	Estimated Institutional Costs	Estimated Non-Institutional Costs
Personal	0.00	1,799.00
Tuition	4,363.00	0.00
Housing	0.00	5,998.00
Books	0.00	997.00
Other	0.00	1,099.00
Transportation	0.00	1,699.00

# Workday Financial Aid Guide for Students

## FINANCIAL AID AWARDS

### How to Print a Financial Aid Award Letter

1. On the View Financial Aid page, select the Financial Aid Overview tab and click the **Print Award Letter** button.
2. This will generate a PDF that you can print or save.

The screenshot shows the 'View Financial Aid' interface. At the top, there is a blue header with a back arrow and the title 'View Financial Aid'. Below this, there are two tabs: 'Financial Aid Overview' (which is selected and highlighted in yellow) and 'Estimated Costs'. The main content area displays a '2020-2021 Award Year Summary' with the following information:

- Total Amount Offered: 15,554.00
- Total Amount Accepted: 0.00

Below the summary, there is a table with 2 items. The table has three columns: 'Academic Period', 'Amount Offered', and 'Amount Accepted'. The data is as follows:

Academic Period	Amount Offered	Amount Accepted
2020-2021 Fall Ten Week	7,777.00	0.00
2020-2021 Spring Ten Week	7,777.00	0.00

At the bottom of the page, there are three buttons: 'Accept/Decline Awards', 'Print Award Letter' (which is highlighted with a red box), and 'Print College Financing Plan'.

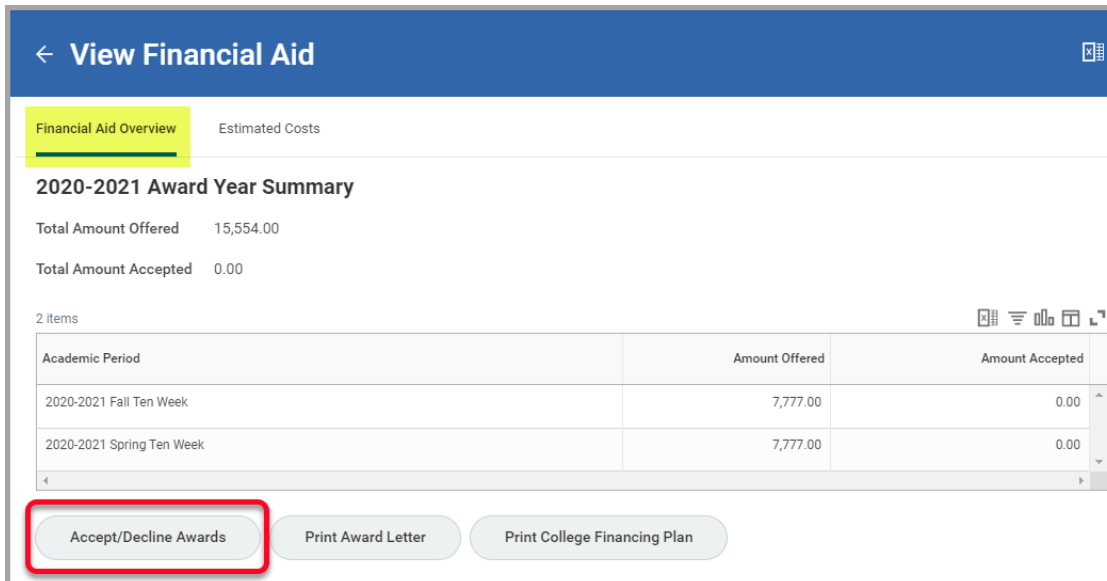
# Workday Financial Aid Guide for Students

## FINANCIAL AID AWARDS

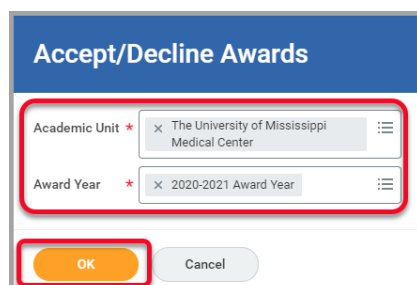
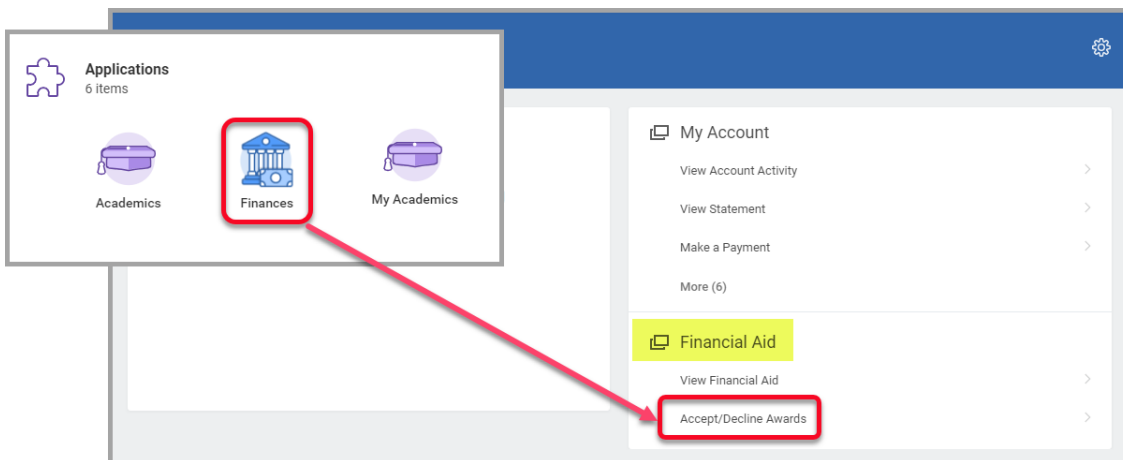
### How to Accept/Decline Financial Aid Awards

1. You can accept or decline your financial aid awards while viewing your financial aid **or** in the Finances application on your Workday home page.

**OPTION 1:** While viewing your financial aid, click on the **Financial Aid Overview** tab, and click the **Accept/Decline Awards** button.



**OPTION 2:** On the Workday home page, select the **Finances** application, click on **Accept/Decline Awards**, select the **Academic Unit** and **Award Year**, and click **OK**.



# Workday Financial Aid Guide for Students

## FINANCIAL AID AWARDS

### How to Accept/Decline Financial Aid Awards (continued)

2. On the Accept/Decline Awards page, click in the **Decision** field and select the appropriate option for each award.
3. Click **OK**.

**Accept/Decline Awards**

Total Estimated Costs: 15,554.00 | Amount Accepted: 0.00 USD | Estimated Out of Pocket: 15,554.00 USD

### 2020-2021 Fall Ten Week Awards

Period Costs: 7,777.00 | Period Subtotal: 0.00 | Amount Remaining for Period: 7,777.00

1 item

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Federal Direct Unsubsidized Loan - G	7,777.00	0.00	Offered	<input type="text"/>

### 2020-2021 Spring Ten Week Awards

Period Costs: 7,777.00 | Period Subtotal: 0.00 | Amount Remaining for Period: 7,777.00

1 item

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Federal Direct Unsubsidized Loan - G	7,777.00	0.00	Offered	<input type="text"/>

Search  
 Accept  
 Accept Partial  
 Decline



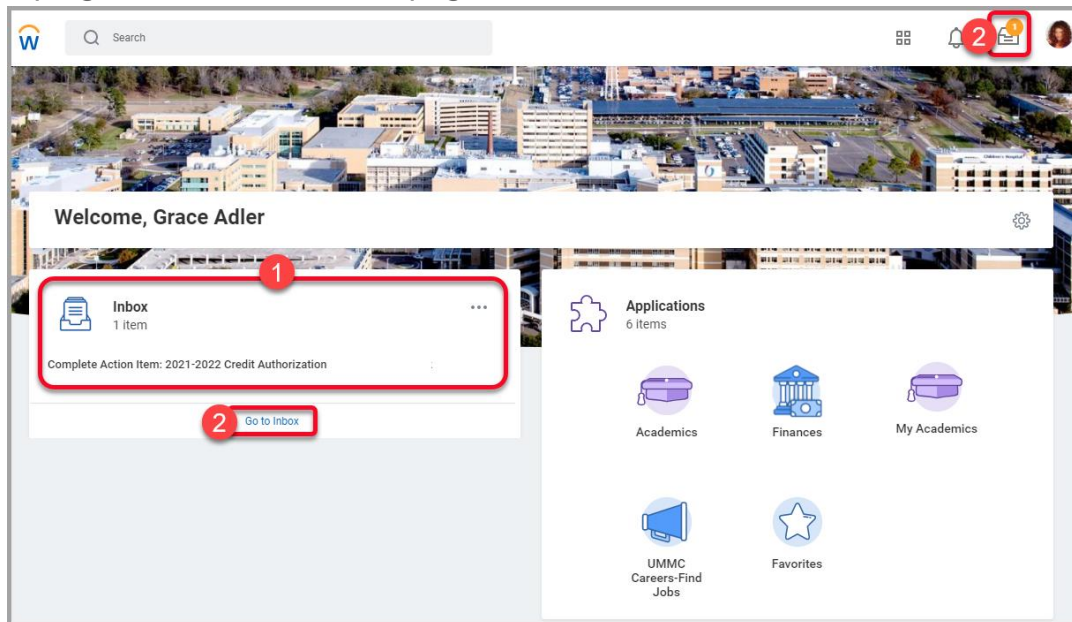
# Workday Financial Aid Guide for Students

## FINANCIAL AID ACTION ITEMS

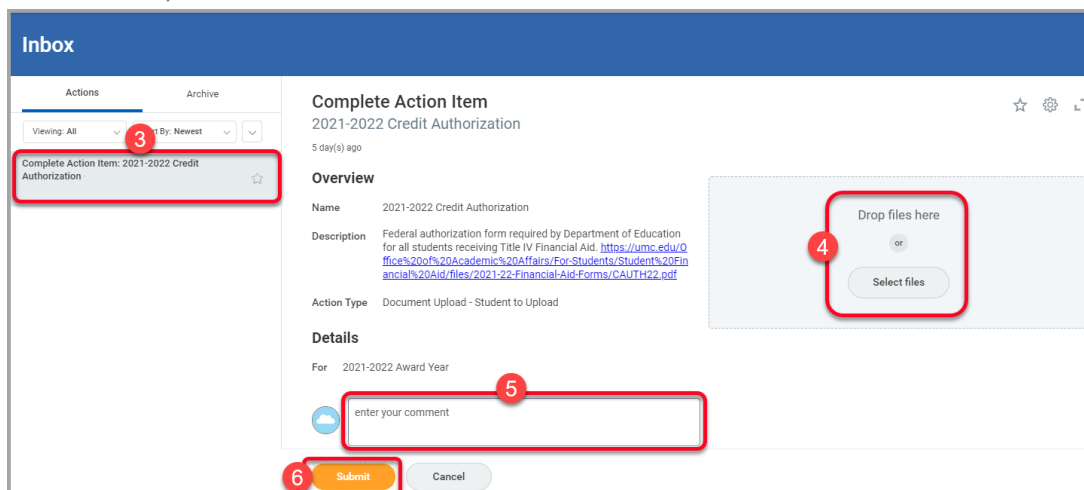
### How to Complete Financial Aid Action Items

You can view and complete financial aid action items that have been assigned to you in your Workday Inbox.

1. Your most recent Inbox items will be displayed on your Workday home page.
2. To open your Inbox, click 'Go to Inbox' in the preview window or click the Inbox icon in the top right corner of the home page.



3. The current action items will be listed on the left. Select an item to view the details and instructions.
4. To upload required documents, either drag and drop the file(s) or click 'Select files' and select the saved file(s).
5. Enter comments if needed.
6. Once you have completed the instructions for the item and uploaded any required documents, click **Submit**.



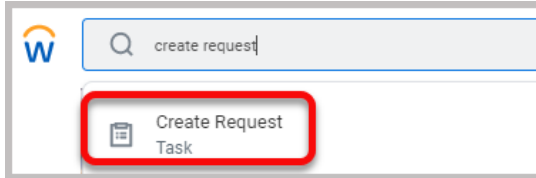
# Workday Financial Aid Guide for Students

## FINANCIAL AID SCHOLARSHIP APPLICATION PROCESS

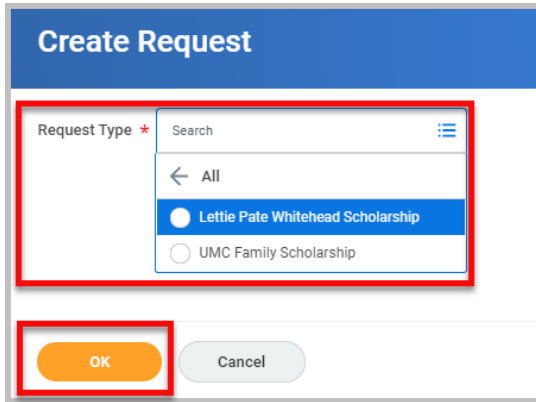
### How to Apply for a Financial Aid Scholarship

To apply for the Lettie Pate Whitehead Scholarship or the UMC Family Scholarship, follow the instructions below to create a request in Workday.

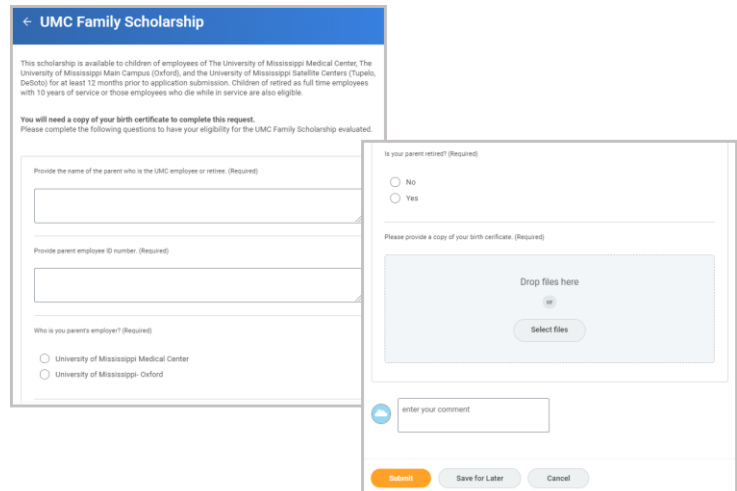
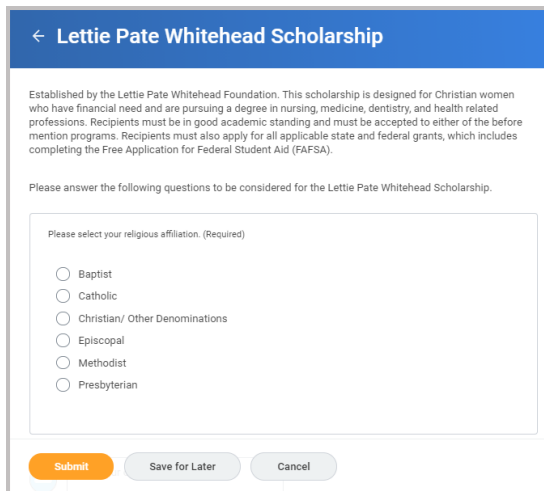
1. In the Workday search field, search for and select **Create Request**.



2. In the **Request Type** field, select the appropriate scholarship and click **OK**.



3. Complete the questionnaire, attach any required documents, and click **Submit**.



4. Once you submit the scholarship request, it will route to the appropriate UMMC staff for review and approval.