PDAP Cheat Sheet:
Tech Tips

Use your Forms and Job Aids! Use your Acknowledgement Form or Travel Cover Sheet to refer to key info while entering your requests. These forms are meant to help you gather the main pieces you will need to process your request. Refer to Job Aids for step-by-step directions if you need a reminder.

Copy and paste! Type up your justification so you can copy and paste it into the Description/Memo/Justification fields in Workday.

Upload PDFs only! Please only upload files in PDF format; do not upload Word or image files. This allows us to view documents quickly instead of having to download files to process requests.

Save your docs together! It can be even more helpful to add your PDFs together into one (1) single file. Use the "Organize Pages" Tool in on the right side of Adobe to easily add files to your Acknowledgement Form or Travel Cover Sheet. Even if you keep your cover form/sheet separate, combining all receipts into one (1) file is ideal.
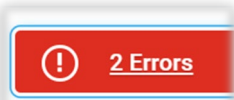
Read the Errors! Sometimes, Workday gets a little jumpy with Alerts and Errors when information is missing. These will always be Red and you cannot proceed until they are resolved. This can happen if you deviate from the organic order of the process or go to a different screen. Once you resume entering information, you may still see an alert even though you have resolved everything. Make sure you read what the Alert says. If you have added all missing information, you are clear to submit the request.
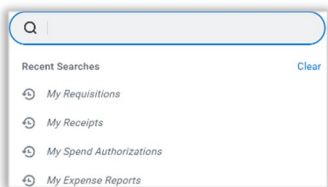
Check your own status! Please do not email or call us immediately after submitting a request. We need a reasonable amount of time to review and process requests; we aim to review and process within 3 business days. Note that we will send back anything that needs more information and can be resubmitted for processing. You can check your own status by searching for "My [insert process here]" in Workday – Requisitions, Receipt, Spend Authorizations, and Expense Reports.