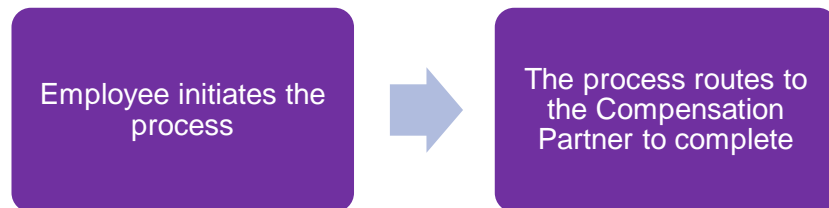**Degree Attainment Request**
*Workday Job Aid for Employees*

## Overview

This job aid will help employees submit a degree attainment request. Completion of this information indicates your request for a degree attainment award. Please request an official transcript from your accredited educational institution or the National Student Clearing House and have them email it to the classification and compensation email box. The guidelines for a degree attainment award can be referenced in P&P 35001CP, Section X.

## Process Flow: Request Degree Attainment

| Employee initiates the process | → | The process routes to the Compensation Partner to complete |
|---|---|---|

![Montgomery College logo] **Degree Attainment Request**
*Workday Job Aid for Employees*

## Request Degree Attainment

1. From the Workday search bar, enter and select **Create Request**.

2. Select **Degree Attainment** in the Request Type field.

3. Click **OK**.

4. The Degree Attainment screen displays.

**Degree Attainment**

Completion of this information indicates your request for a degree attainment award. Please request an official transcript from your ac a degree attainment award can be referenced in P&P 35001CP, Section X.

Describe the Request *

Accredited Institution (Required)

Date Degree Conferred (Required)

MM/DD/YYYY

Type of Degree (Required)

5. **Describe the Request**.

6. Enter the **Accredited Institution**.

7. Enter the **Date Degree Conferred**.

8. Enter the **Type of Degree**.

9. Select Yes or No for the **Have you received a degree attainment award from MC in the past?**

10. In the Include Transcripts (Required) section, drag-and-drop or click **Select files** to upload a copy of your transcript.

11. Click **Submit**.

   **Note**: The process will route to the Compensation Partner to complete.