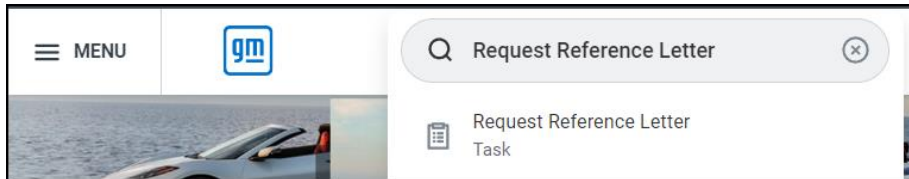


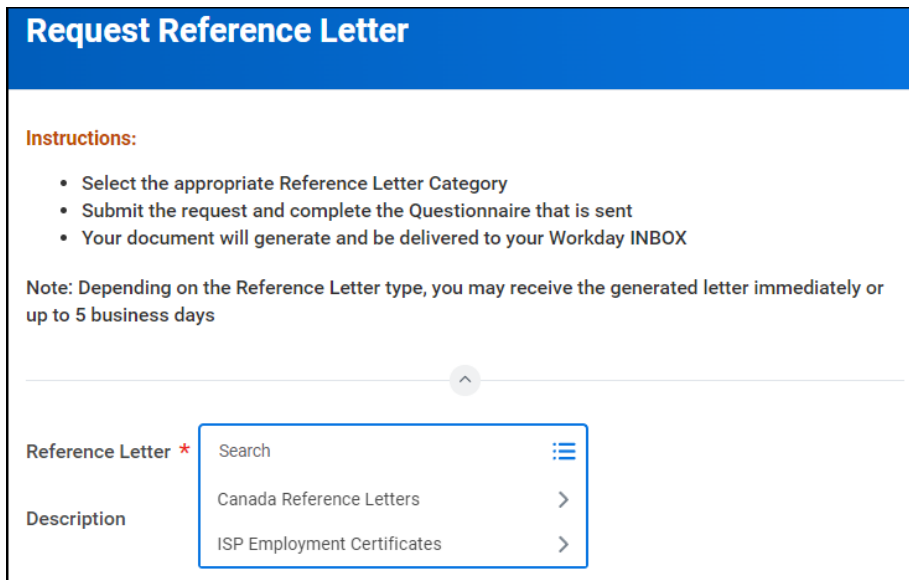
REQUEST REFERENCE LETTER


FROM YOUR HOMEPAGE:

1. In the search field, type **Request Reference Letter**

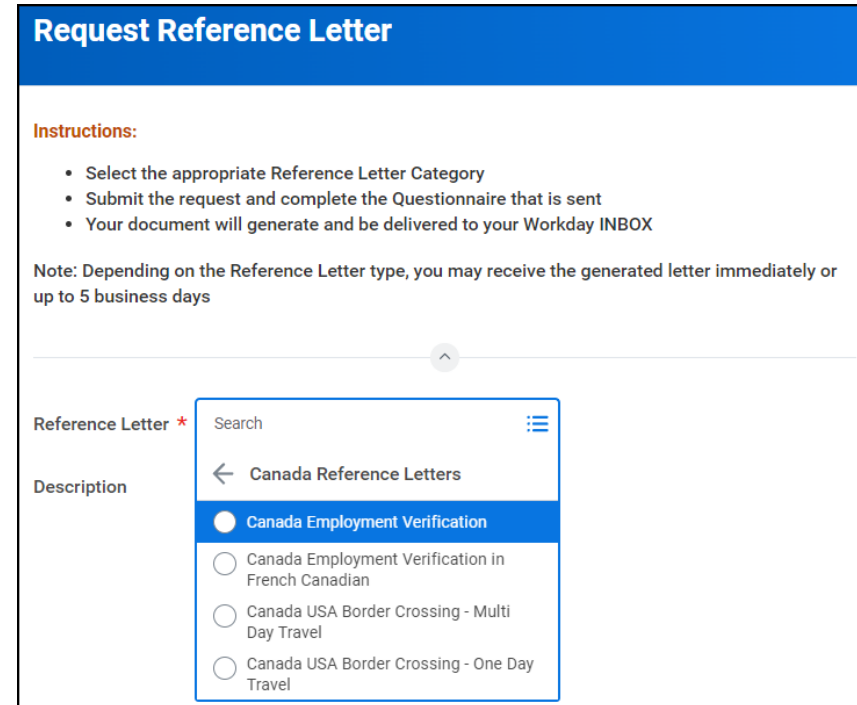



2. In the **Reference Letter** field, select appropriate Reference Letter Category.




 **Note:** USA employees will see a USA Reference Letters category. For both the USA and Canada, ISP Employment Certificates Category will display, but at this time it is only applicable for ISPs working in China.

3. Select the type of **Reference Letter**



 **Note:** The reference letter description will appear after selecting the reference letter type.

4. Click **Submit**

 **Note:** You will be presented with a questionnaire for additional information depending on the certificate type requested (Data to include on the Employment Verification, Border Crossing dates and purpose, etc.). Questionnaires are not user-specific. Data will only be included in the reference letter if it is requested and applicable to the worker.

5. Click [Complete Questionnaire](#) and submit the questionnaire.

RECEIPT OF REFERENCE LETTER

Electronic Delivery

All non-ISP Reference Letters will be delivered electronically to your Workday inbox.



Note: Depending on the Reference letter type, you may receive the generated letter immediately or up to 5 business days.

1. Click on the PDF to view and print your letter
2. You must check the **I Agree** checkbox and **Submit** the task to have the document saved to your **Worker Profile**

Print Generated Document

Review Documents for Request Reference Letter: Thomas Moore - Production Operator - MFG - Canada Employment Verification ...

Created: 02/09/2024 | Updated: 02/09/2024

Documents

Document	CAN Employment Verification 2024-02-09.pdf
Instructions	Click on the link above to review and print your document. Check the I Agree checkbox to acknowledge that you received this document and select Submit . After clicking Submit, this document will be available under Reviewed Documents on my Worker Profile.
Signature Statement	I acknowledge that I received this document and it will be saved to my Worker Profile
I Agree	<input type="checkbox"/>

[Submit](#) [Save for Later](#) [Cancel](#)

Hardcopy Pick Up (ISP Employment Certificates Only)

ISP Employment Certificates have the option of being requested in electronic or hardcopy format. Certificates that were requested to be picked up in hardcopy format from HR will be delivered to the HR Workday inbox.

When HR has printed and signed the document you will receive a Workday notification that the certificate is ready for pick up.

Request Reference Letter: Bob Meyer - Performance Engineering - China - ISP Japan Visa

17 second(s) ago

Your Certificate is now ready for pick up from. You may claim your letter from Wendy Zhang (张妹雯), at cube number 7D1-02

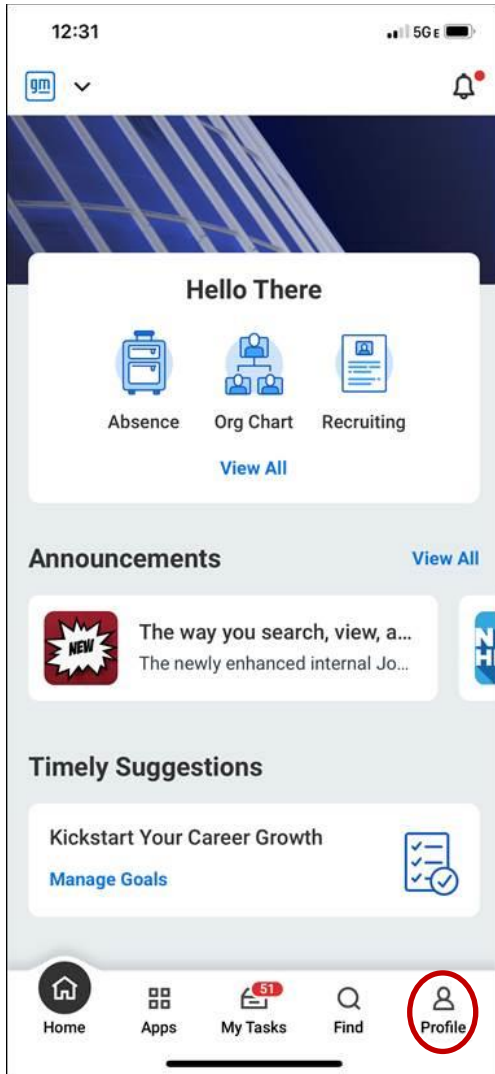
[Details](#) [Request Reference Letter: Bob Meyer - Performance Engineering - China - ISP Japan Visa](#)



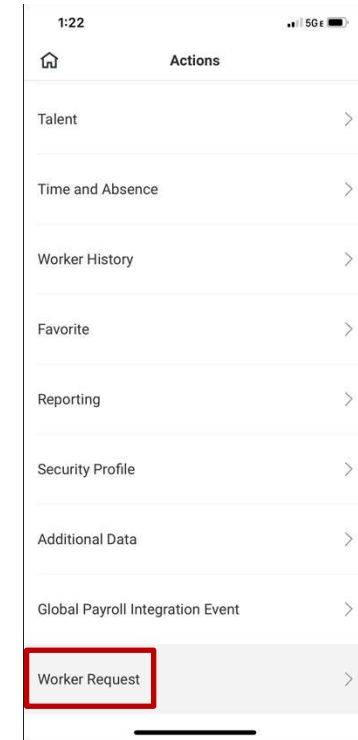
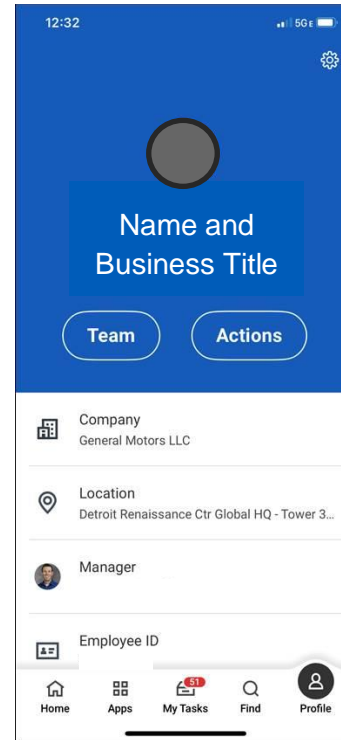
Note: You can have Workday tasks and notifications delivered to your Outlook email by using the **Change Preferences** task to update your email preferences. Update preferences for **Custom Business Process Notifications and Tasks**.

PROCESS FOR MOBILE USERS

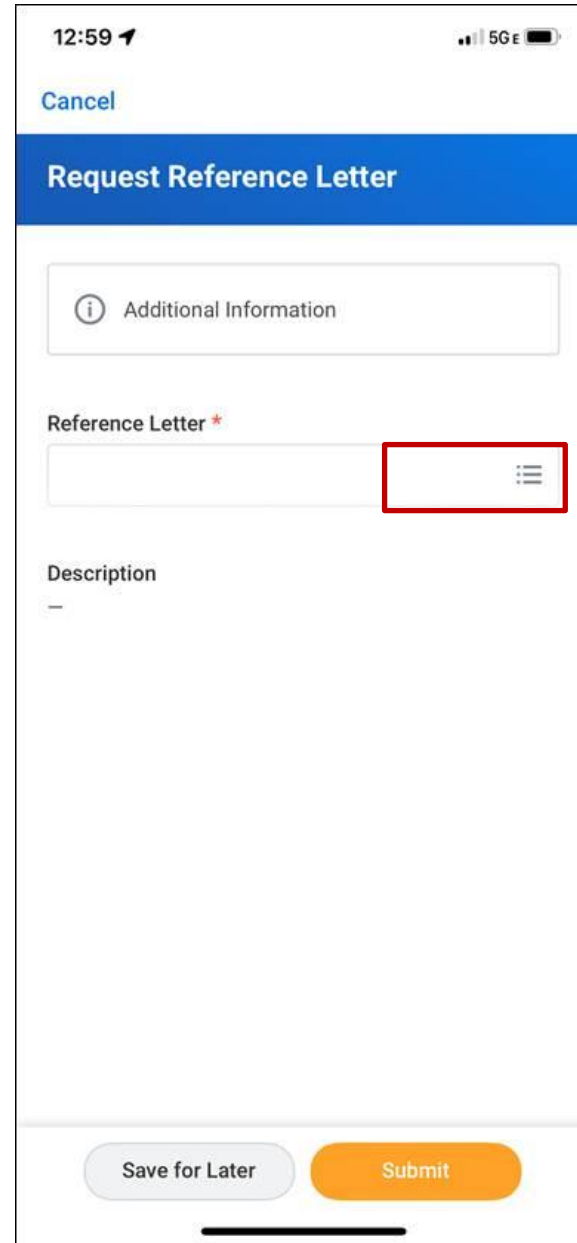
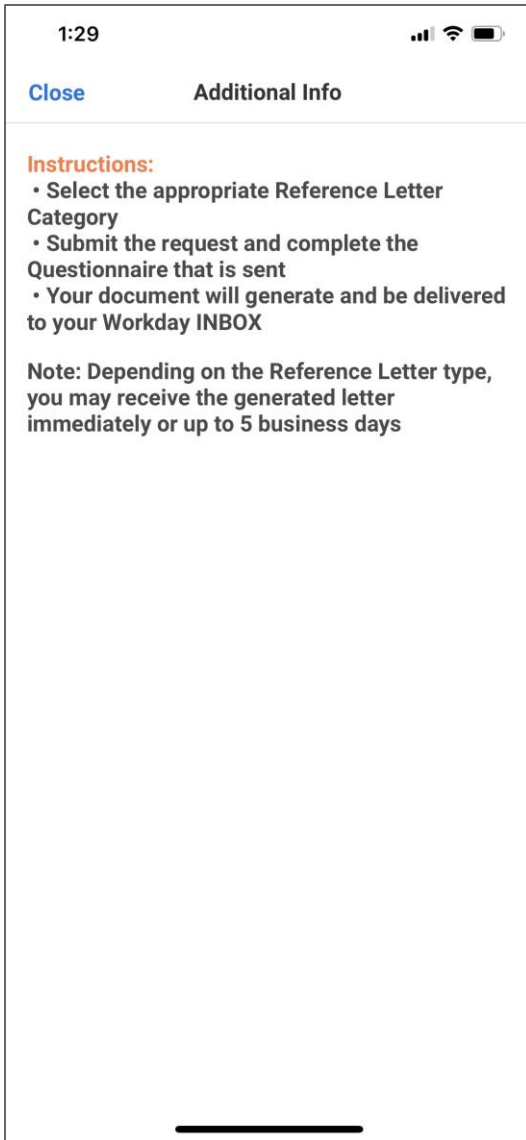
1. Login into Workday mobile and then click on the Profile Icon at the bottom of the screen

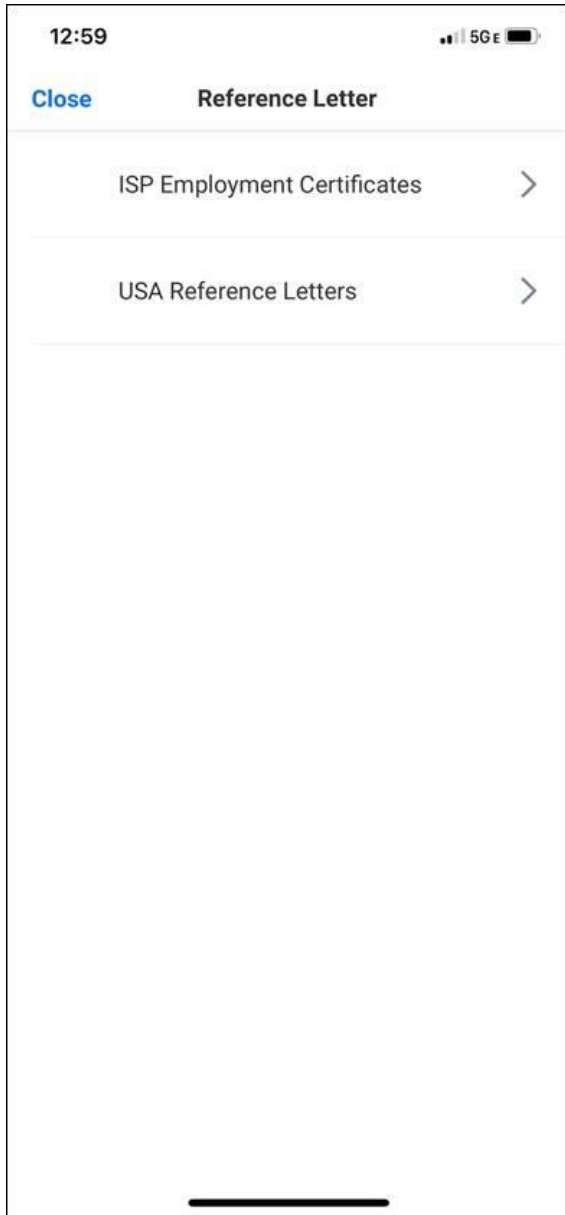


2. On your profile screen, click on Actions, then click on Worker Request then select Request Reference Letter.

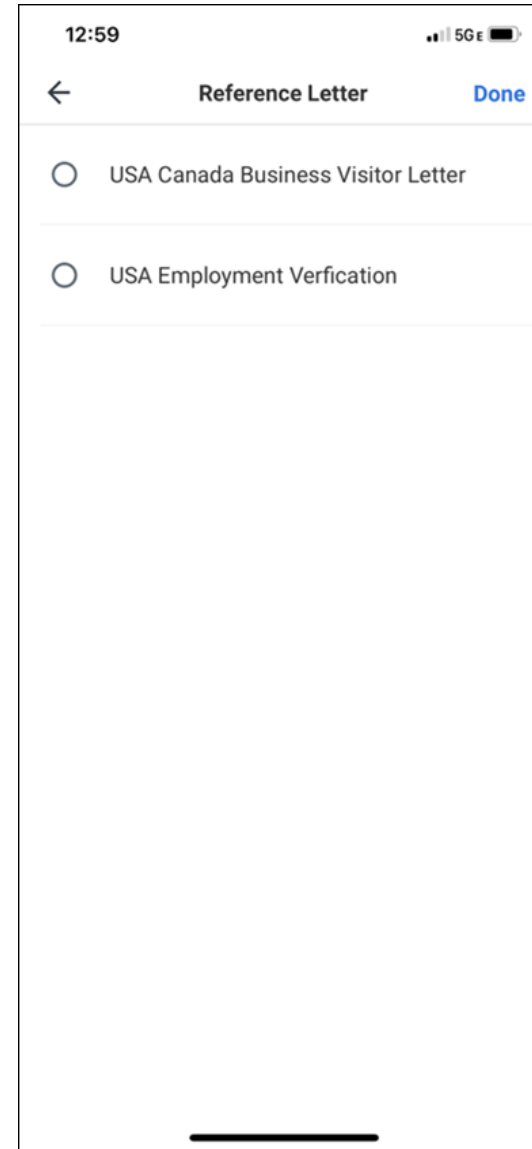


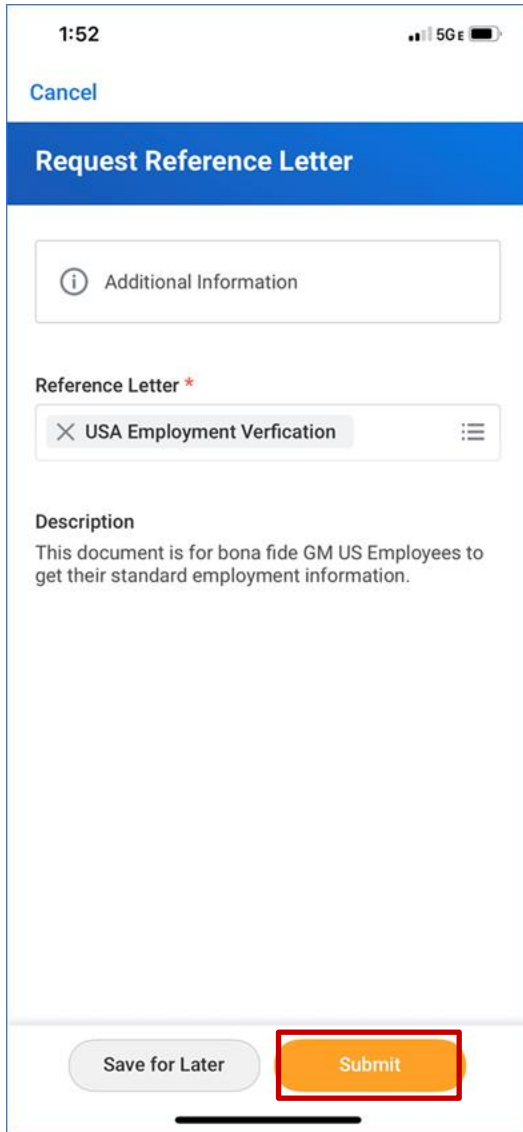
3. Click on the Additional Information Icon to view Instructions. Select Request Reference Letter field. Then select the category to display the reference letter types.



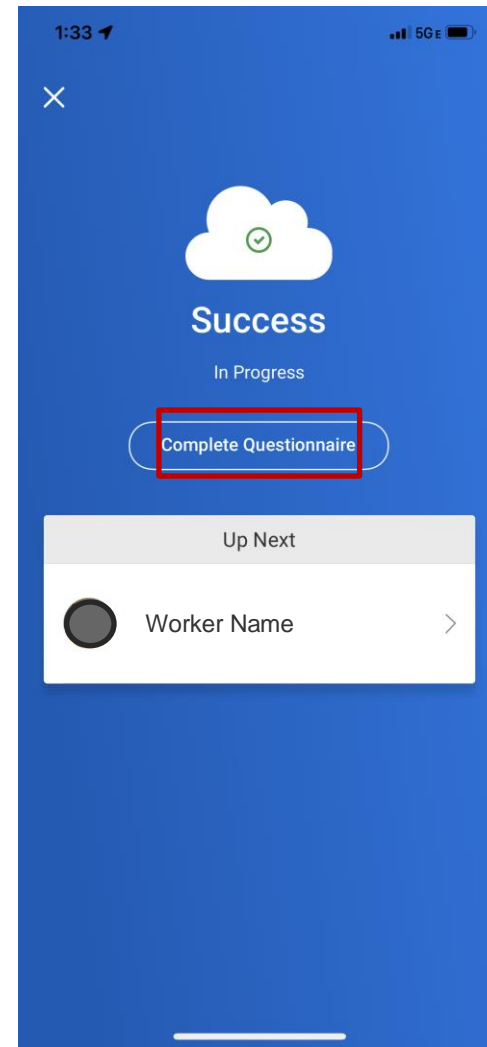


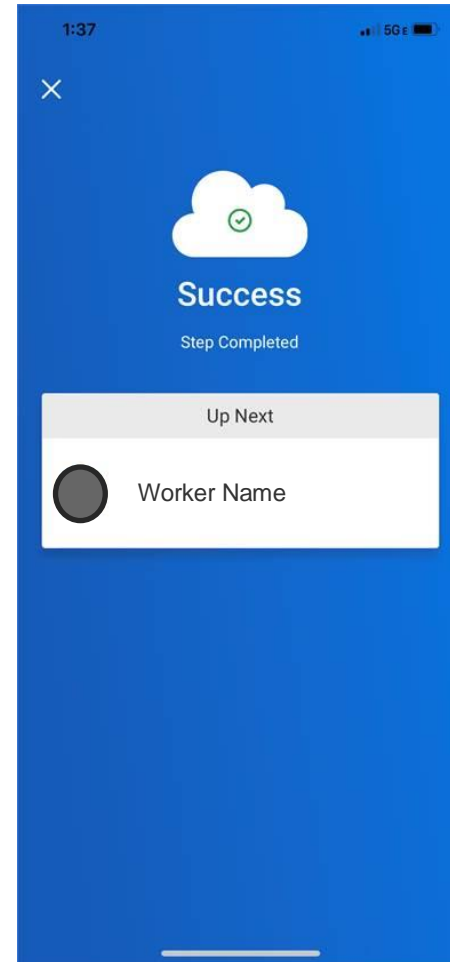
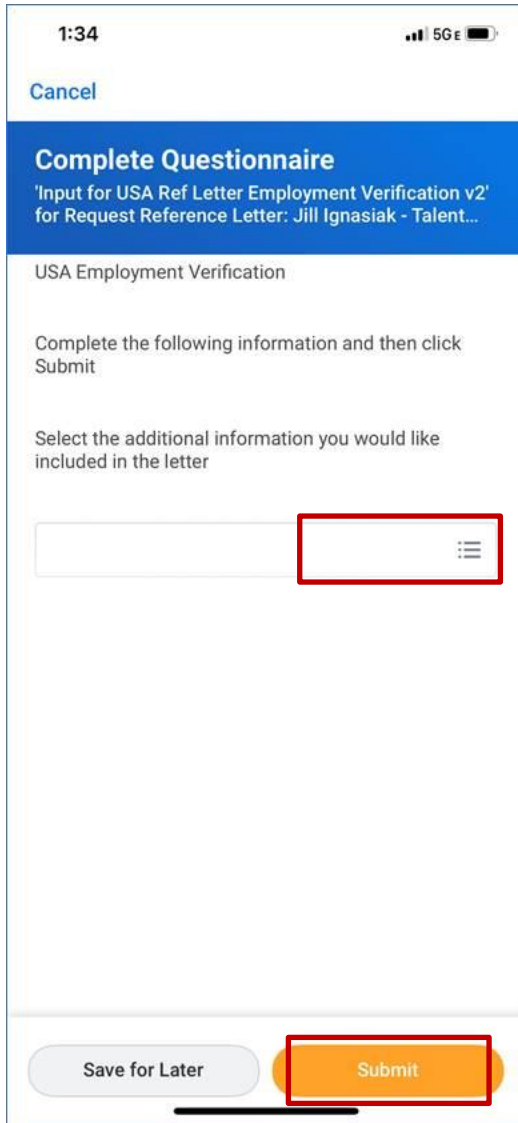
5. Select the reference letter and click Submit.





6. Click on Complete Questionnaire icon and complete the questionnaire and click submit





7. The letter is delivered to your Workday Inbox. Go to your profile and click on My Tasks at the bottom of the screen.

