REQUEST REFERENCE LETTER

FROM YOUR HOMEPAGE:

1. In the search field, type Request Reference Letter



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

Request Reference Letter

Instructions:

- Select the appropriate Reference Letter Category
- · Submit the request and complete the Questionnaire that is sent
- Your document will generate and be delivered to your Workday INBOX

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



<u>Note</u>: 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

Request Reference Letter

Instructions:

- Select the appropriate Reference Letter Category
- Submit the request and complete the Questionnaire that is sent
- Your document will generate and be delivered to your Workday INBOX

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Reference Letter *	Search ; 🚍			
Description	← Canada Reference Letters			
	Canada Employment Verification			
	Canada Employment Verification in French Canadian			
	Canada USA Border Crossing - Multi Day Travel			
	Canada USA Border Crossing - One Day Travel			



<u>Note</u>: The reference letter description will appear after selecting the reference letter type.

4. Click Submit



<u>Note</u>: 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 <u>applicable to the worker</u>.

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.



<u>Note</u>: Depending on the Reference letter type, you may receive the generated letter <u>immediately</u> 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**

Review Documents for Request Reference Letter: Thomas Moore - Production Operator - MFG - Canada Employment Verification •••• \swarrow $$ $$ $$ $$ Created: 02/09/2024 Updated: 02/09/2024 Documents
Created: 02/09/2024 Updated: 02/09/2024 Documents
Created: 02/09/2024 Updated: 02/09/2024 Documents
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 docu- ment and select <u>Submit</u> . After clicking Submit, this document will be avail- able 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
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 (张姝雯), at cube number 7D1-02

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



<u>Note</u>: 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



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

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Detroit Renaissance Manager	e Ctr Global HQ - Tower 3		Additional Data		>
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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.



GENERAL MOTORS

workday.

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Close	Reference Letter	
	ISP Employment Certificates	>
	USA Reference Letters	>

5. Select the reference letter and click Submit.





Employee



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.



