

Grants-In-Aid requests are now available through Workday

No images? [Click here](#)



Workday@NSHE

Grants-In-Aid requests are now available through Workday

This newsletter contains information regarding the upcoming changes in Workday

NSHE provides its employees access to reduced-rate educational opportunities. The purpose of educational benefits is to provide staff and their dependents the opportunity for educational and/or professional growth.

Depending on your classification, if you and/or your family member(s) enroll in undergraduate or graduate courses at any of the NSHE schools, a portion of your tuition for state-supported, summer session, and community college courses may be paid by the institution(s).

Grants-In-Aid requests are now available in Workday for **Fall 2023 Sessions**. Requests include the following classifications:

- Faculty / Technologist Staff
- Faculty / Technologist Dependents
- Classified Staff
- Classified Staff Dependents
- Letter of Appointment (LOA); Clinical/Adjunct Faculty; Emeritus Faculty; Retired Faculty

Note: While the preferred method to submit a grant-in-aid request is through the Workday Create Request process(es) noted here, some exceptions may require a paper form.

For reference on your institution's processes around grants-In-aid, please access this link

- [Western Nevada College \(WNC\)](#)
- For more information or if you encounter issues, please contact: *WNC Human Resources* at humanresources@wnc.edu

How to Create a Grant-In-Aid Request

1. From the Search bar, search for **Create Request**.
2. Select the appropriate **Grant in Aid Request** from the *Request Type* drop-down list.
3. Click **OK**.
4. Review the "qualifying statuses" list and additional informational text before proceeding with the questionnaire.
5. All questions require a response. The questionnaire does change dynamically in response to your selections.
6. Please review the questionnaire for accuracy before submitting.
7. Click **Submit**.

Depending on the choices made, approvals may go to your managing supervisor, Human Resources Benefits office and the Controller's office.

Note: If corrections or additional information is needed to complete the request, an approver may send back the request to the employee. Review the *Comments* section to determine next steps.

Grants-In-Aid Job Aids

The [Grants-In-Aid Programs in Workday](#) job aid provides information on the process to submit the request for a specific classification within Workday.

Training

Follow these links to get to the Workday Training Calendar and the Workday Job Aids table of contents.

- [Workday Training Calendar](#)
- [Workday Job Aids](#)