

Financial Aid Action Items in Your Workday Inbox (My Tasks) Quick Guide

Overview

Now that we are using Workday, some students will begin to receive Financial Aid action items in their Workday inbox. These action items need to be resolved before financial aid can be disbursed. **Below are some examples of these actions items.**

Completing your Financial Aid Action Items in Workday

To get started, click the Workday tile in OneLogin



Name	2021 Dependent Student W2
Description	You indicated on your FAFSA that you had income earned from working, but did not file taxes. Please provide a copy of your 2021 W2 to verify this amount. Please reach out to the Office of Student Financial Services with any questions by phone at 262-551-6001 or by email at studentfinances@carthage.edu
Action Type	Document Upload - Student to Upload



Drop files here

or

Select files

Name	2023-2024 Dependent Verification Worksheet
Description	You were selected for verification by the Department of Education. In order for your federal financial aid to be processed you will need to complete the Federal Verification Worksheet along with any required documents based on the worksheet. Please make sure you submit ALL pages you receive from the IRS to the Office of Student Financial Services. Please reach out to the Office of Student Financial Services with any questions by phone at 262-551-6001 or by email at studentfinances@carthage.edu
Action Type	Document Upload - Student to Upload



Drop files here

or

Select files

after uploading each document...

Submit

Review your inbox, respond to the action items, and reach out to the Financial Aid office if you have any questions.