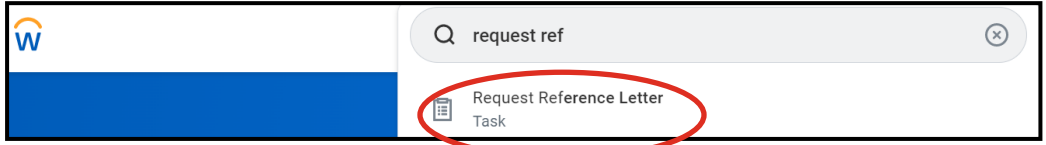


Recreation Waiver in Fermiworks Instructions

Type Request Reference Letter in the search box
(this is not a reference letter just the business process we are using in Fermiworks/Workday)



1. Select Recreation Waiver (you may have to select twice so it shows up as shown below)
2. Hit Submit at the bottom
3. Click Complete questionnaire (The form will be in your inbox, so you can complete it later if you need to.)
4. After the questionnaire is completed, a copy your response will be in your notifications. Click on the link as shown below. Click on the down arrow to download a copy to save as a pdf.

