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)

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	Request Reference Letter Task	

- 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.

Request Ref	erence Letter					
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