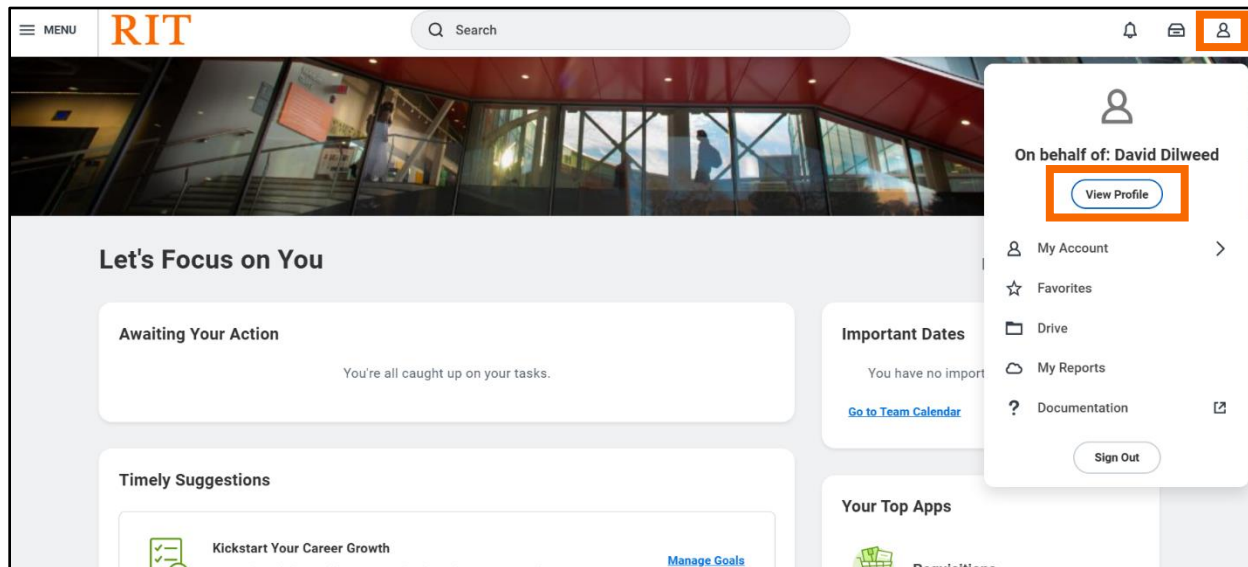


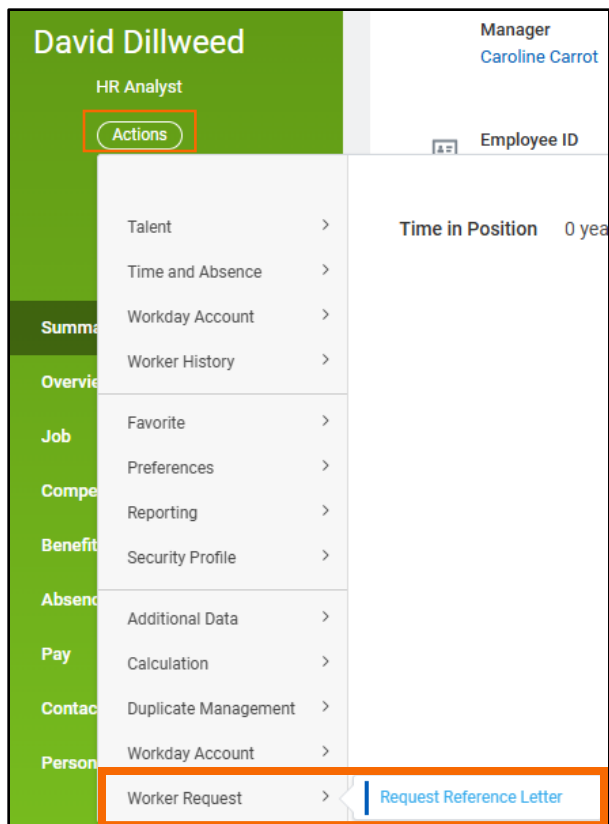
This job aid demonstrates the process for student employees to request information regarding their employment to apply for a Social Security number (SSN).

Request Reference Letter

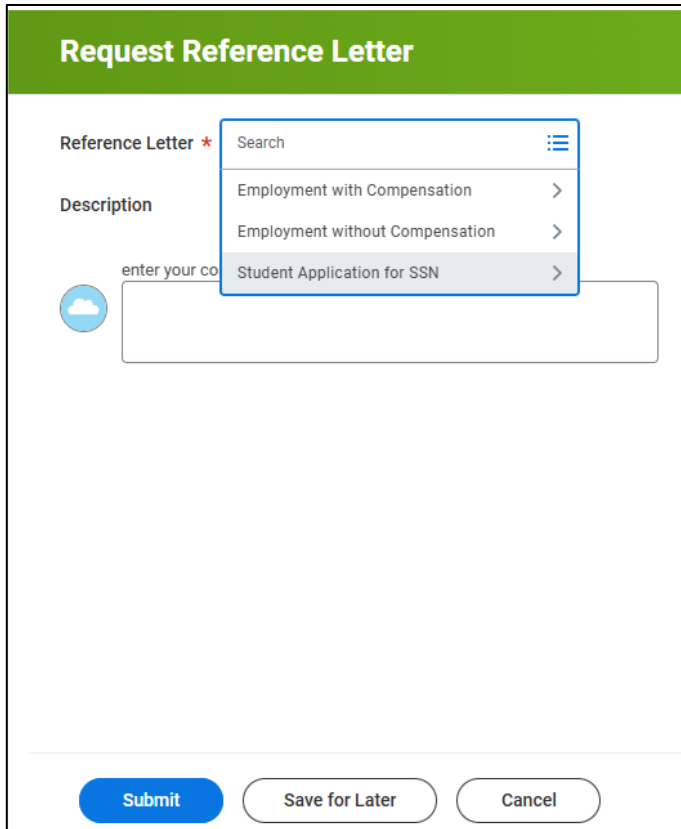
1. From the homepage, select employee profile icon in the upper right corner and select **View Profile**.



2. Select **Actions** > **Worker Request** > **Request Reference Letter**. Alternatively, use the search bar to search for **Request Reference Letter**.



3. The Request Reference Letter screen displays. Select **Student Application for SSN > Reference letter for SSN application** from the Reference Letter drop-down menu.



Note: If needed, enter additional comments to support your request.

4. Select **Submit**. The request routes to your manager for approval.
5. After approval, the letter containing the information is routed back to the student in Workday. **Save** the document to your device or **print** it before marking the task as **Done**.



Note: The document does not save in Workday after the task is marked Done.