

Ticket Submission Guidelines

Which type of ticket should I submit?

Submit all
Payroll
questions &
issues as
Workday Help
Cases!

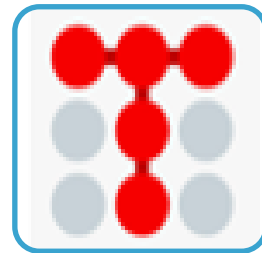
1



Something is Broken: Workday

- Error Messages
- Data Fixes
- Login Issues
- Report Timeout
- Function Issues

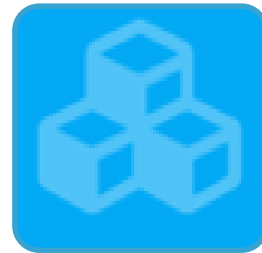
2



Something is Broken: Tecsys

- Error Messages
- Data Fixes
- Login Issues
- Report Timeout
- Function issues

3



I Need Work Done (Tecsys or Workday)

- New Cost Center or Program Request
- New Report Request
- Enhancement Request
- Delegation Exception Request
- Security Change Request

[Check the Status of a Pegasus Ticket](#)