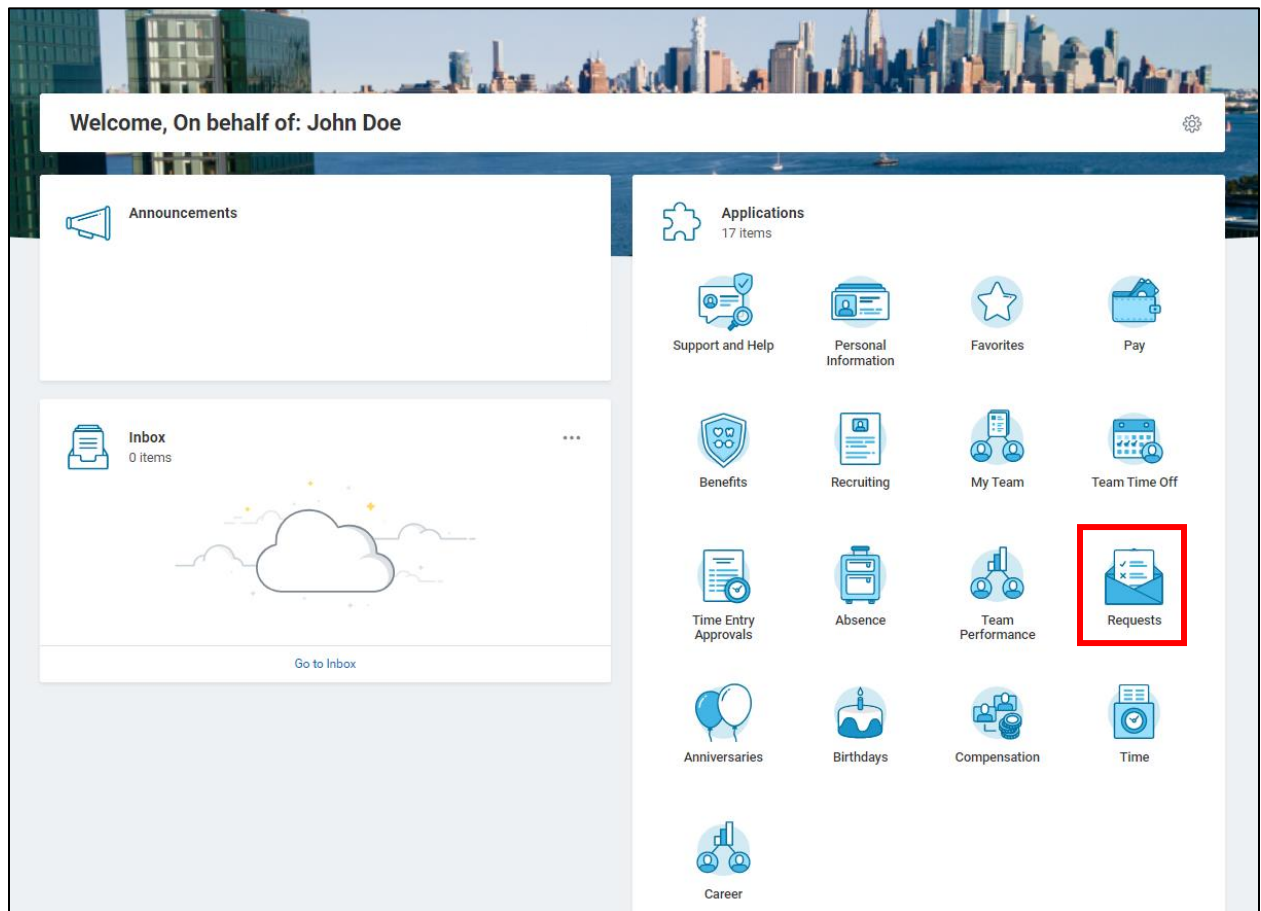
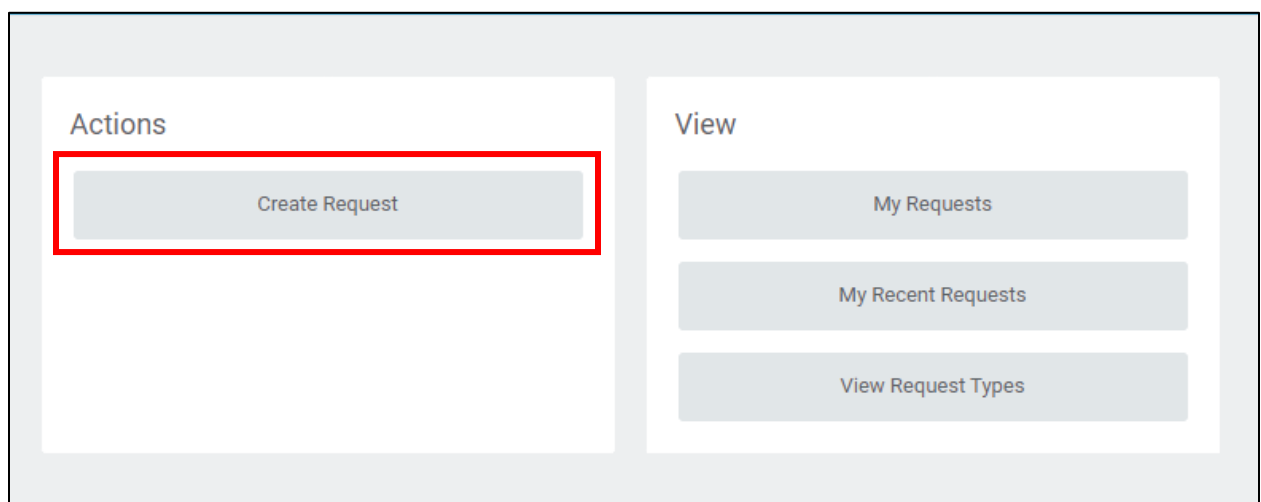


Create Request

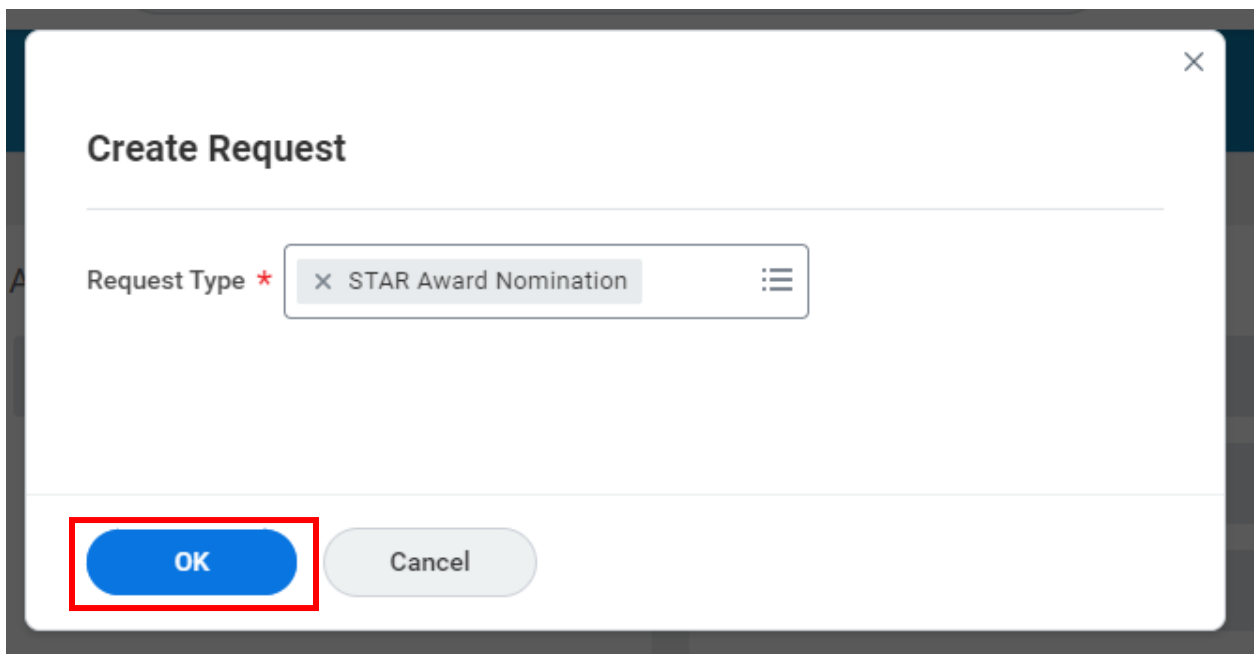
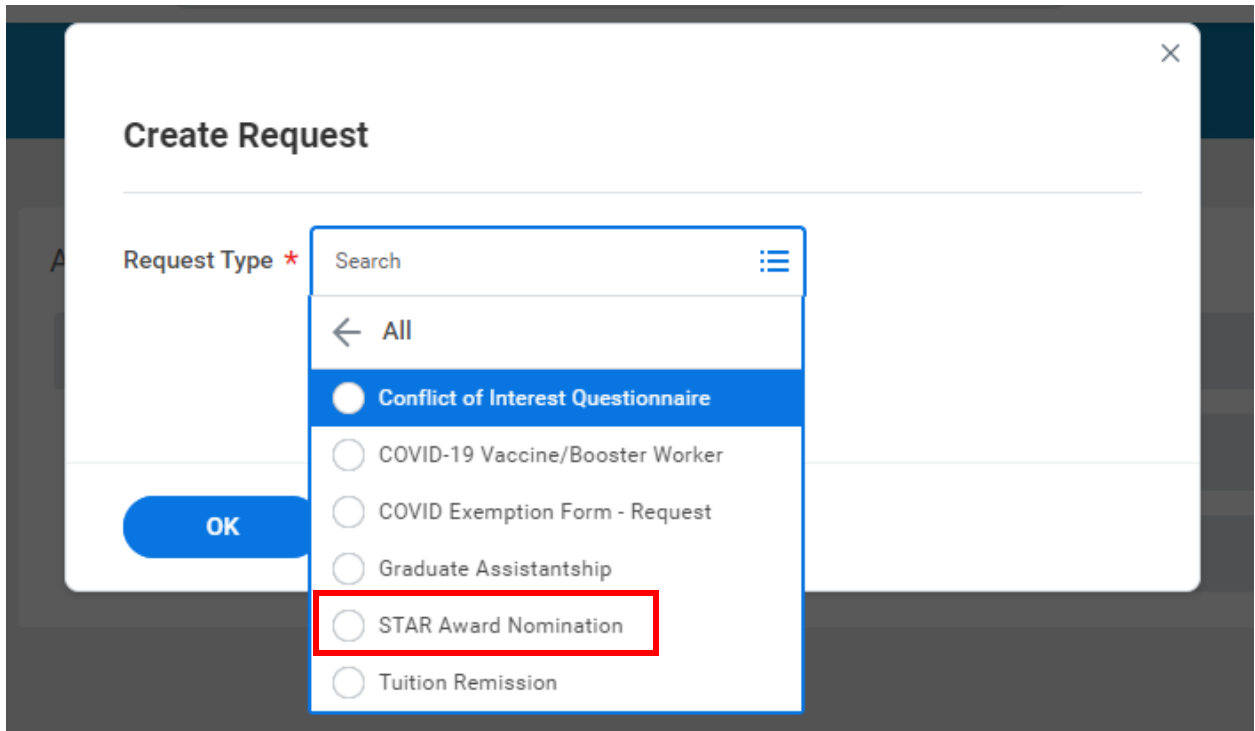
1. On the Workday homepage, under *Applications*, click on **Requests**.



2. Under *Actions*, click on **Create Request**.



3. For Request Type, click **All** and select the request type. Click **OK**.



4. Complete the questionnaire and click **Submit** or **Save for Later**.

STAR Award Nomination

STAR Awards are intended to recognize employees' special contributions that are:

- extraordinary in nature and characterized by performance that is substantially above and beyond expectations for a specific project, goal, or the routine responsibilities of the employee's position
- significant in their impact on a department's, a division's, or the university's objectives
- discrete activities that are implemented over a finite period of time to achieve a particular outcome.

Nominations for STAR Awards can be submitted as follows:

- For Academic Divisions - Chairs, Program Directors, Associate Deans, or Vice Provosts can submit nominations which will be forwarded to their respective Dean for review; Deans will forward their recommendations to the Provost for final approval.
- For Administrative Divisions - Directors, Executive Directors, or Assistant/Associate Vice Presidents can submit nominations which will be forwarded to their respective Vice President for review and approval.

Do you hold a position as Chair, Program Director, Associate Dean, Director, Executive Director, Vice Provost, or Assistant/Associate Vice President? (Required)

Yes
 No

Nominee (Required)

Nominee's Title (Required)

Nominee's Department (Required)

Reason for nomination
Using the criteria above, describe why the nominee is deserving of a STAR award? (Please limit your response to 300 words) (Required)

[Submit](#) [Save for Later](#) [Cancel](#)

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Have Questions?

Contact hr@stevens.edu