

## Pierce County Finance and Performance Management District Workday User Request Form

District Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Action	User Name	Email Address	Phone	Comments
____ ADD ____ DELETE				
____ ADD ____ DELETE				
____ ADD ____ DELETE				
____ ADD ____ DELETE				
____ ADD ____ DELETE				

When submitting this request to ADD new user access, Exhibit B (page 2) is required to complete your request.

**E-mail completed form(s) to [pctreasury@piercecountywa.gov](mailto:pctreasury@piercecountywa.gov)**

**NOTES:**

Please be sure to mark the following emails as safe to eliminate them from appearing as spam:

- [pctreasury@piercecountywa.gov](mailto:pctreasury@piercecountywa.gov)
- [itservicenotice@piercecountywa.gov](mailto:itservicenotice@piercecountywa.gov)
- [piercecountywa@myworkday.com](mailto:piercecountywa@myworkday.com)

Each District is provided two users free of charge. Monthly subscription rates apply to each additional user and will be billed to the District by Pierce County's Information Technology Division.