

Workday: Disability Self-Identification and Reasonable Accommodation Requests

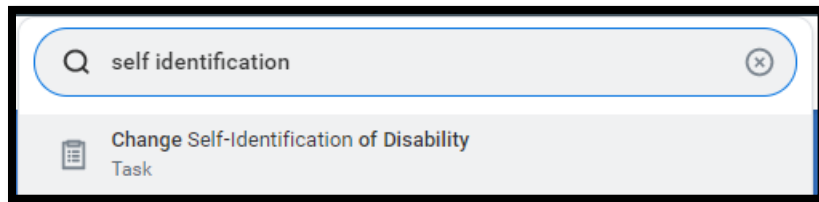
SELF IDENTIFICATION OF DISABILITY

Per federal law, Geisinger is required to ask if you have a disability or have ever had a disability.

Identifying yourself as an individual with a disability is voluntary.

To do so, login to Workday and follow these steps:

1. In the **Search Bar**, type **self identification** and select the first option:



2. Click **OK**.
3. Review the form in detail and then select one of the three options by clicking on the appropriate circle.

Please check one of the boxes below:

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

No, I Don't Have A Disability, Or A History/Record Of Having A Disability

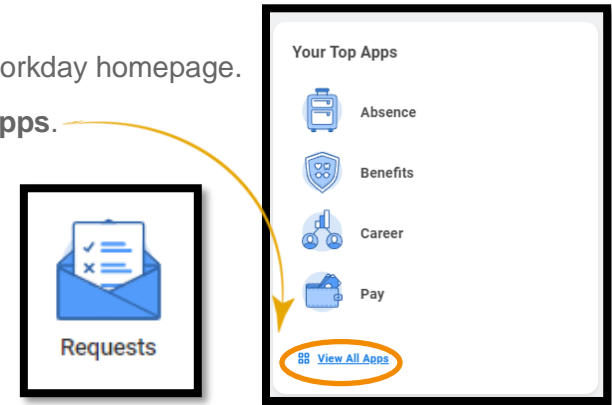
I Don't Wish To Answer

4. Then click **Submit**.

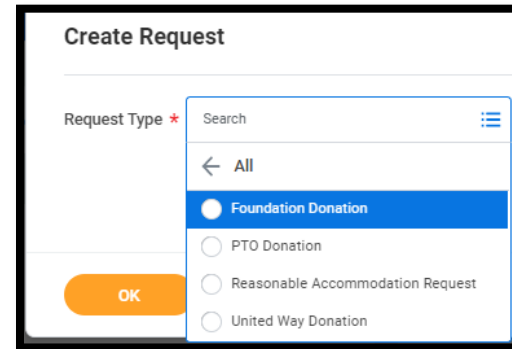
REASONABLE ACCOMMODATION REQUESTS

To request a reasonable accommodation under the Americans with Disabilities Act (ADA), log into Workday and follow these steps:

1. Navigate to the Workday homepage.
2. Select **View All Apps**.
3. Click **Request**.



4. Select **Create Request**.
5. Using the drop down menu, select **All**, then **Reasonable Accommodation Request**.



6. Then click **OK**.
7. Read the instructions at the top and answer the questions below.
8. When you're finished, click **Submit**.