Request ADA Accommodation

The following describes the process of submitting a request for an ADA Accommodation in Workday.

Visit the [Americans With Disabilities (ADA)](#) web page or contact the HR Benefits team (benefits@montclair.edu) for more information about accommodation at Montclair State University.

If you encounter any Workday errors during this process, contact Workday Customer Care (973-655- 5000 option 3 or WCCSupport@montclair.edu).

Workflow Steps
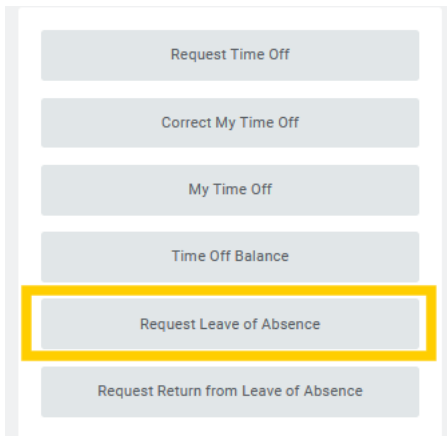
1) Employee submits ADA Accommodation Request
2) Employee is provided with the required paperwork based on request.
3) Employee submits completed paperwork via Workday.
4) HR Benefits reviews documentation and process request.

Instructions

1) From the **main menu** on your Workday homepage click on the **Time off and Leave worklet**
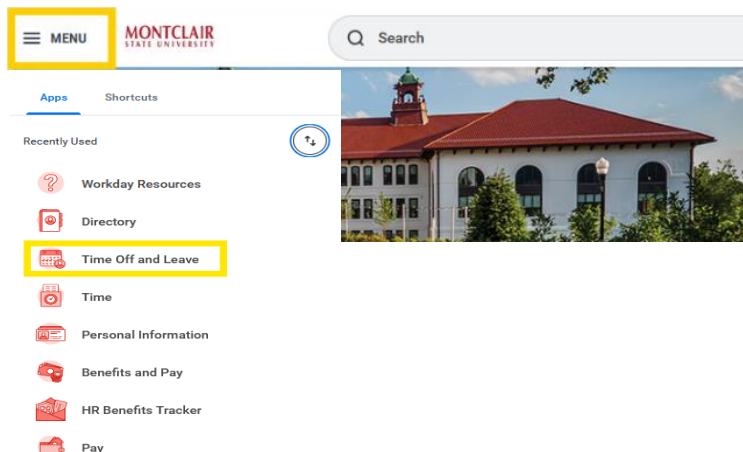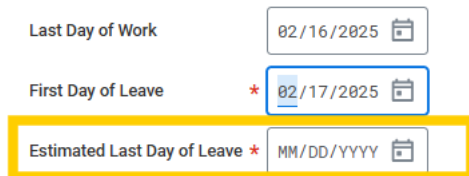
2) Select **Request Leave of Absence**

3) Enter current date
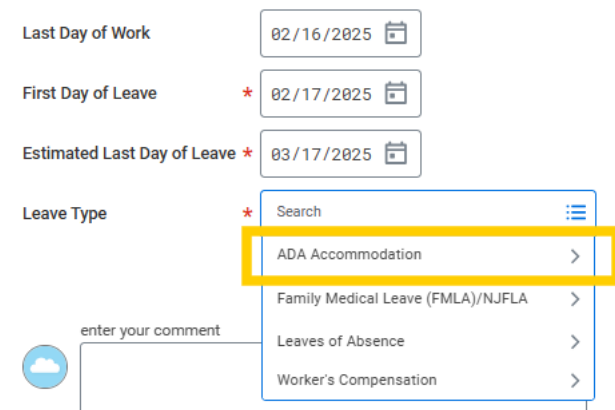
4) Enter the estimated last day of request. This date can be adjusted, if needed.

5) From the drop-down menu, select ADA accommodation
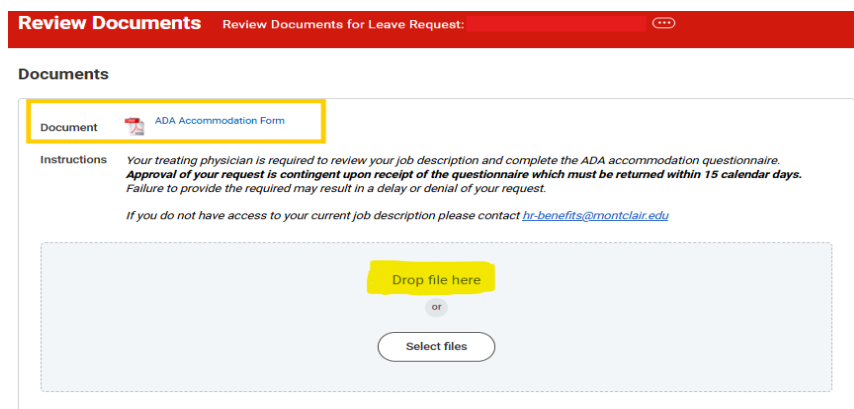
6) Select **Submit** at the bottom of the page. Comments and attachments are optional.

7) From the pop up, click **Review Documents**. If you need to come back to this step later it will be in your tasks 📧 (top right).
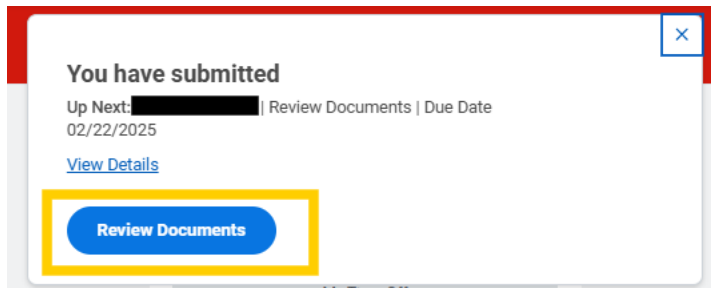
8) Download and/or print the required **ADA Accommodation Form** to be provided to your treating physician. The completed form can be submitted via drop box below. Remember may contact the HR Benefits team if you have any questions.

9) Once the completed form has been attached, click **Submit.**

10) The next page is a confirmation of your submission.