How to Access your RIF and Startups

Step 1. Log in to Workday from your desktop computer

Step 2. Using the search bar, type “RPT-Financial Budget vs. Actual by Worktag”

Step 3. Fill in ‘Company’ prompt with “University of Arkansas, Fayetteville”


Step 5. Fill in ‘Time Period’ with “Current Period YTD”

Step 6. Fill in ‘Period’ with the period you wish to pull data from

Step 7. Fill in ‘Worktags’ with your appropriate worktag