

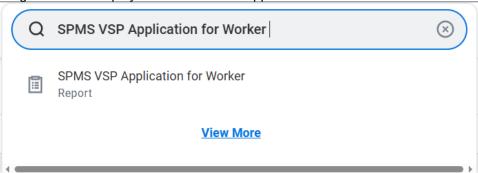
## VSP Application Printing Process (Applicant)

The process and reports shown in this guide are intended for eligible employees that have successfully submitted their Voluntary Separation (VSP) application and need to print or save a copy for their records or review.

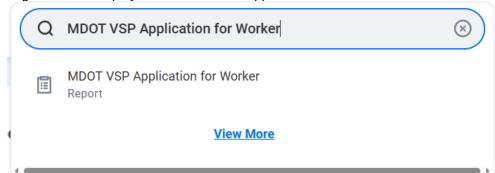
## **Procedure:**

1) Applying employees should search for and select the appropriate report in the Workday Search field:





b) Eligible MDoT employees – MDOT VSP Application for Worker

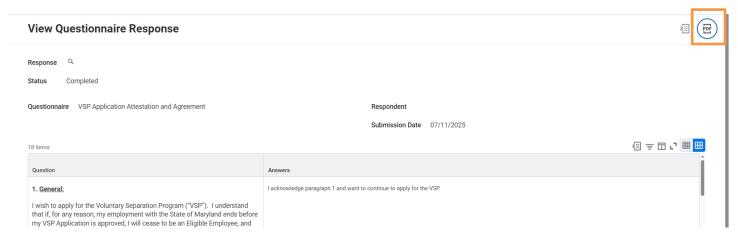


2) Once the report is selected, applicants will see a display with details about their application submission process. Click on the hyperlink shown under the **VSP Application** column.





3) From here, click the PDF icon in the top right-hand corner of the screen. This will create a PDF and download it to your computer. Applicants can save or print this document from the download.



4) This system task is complete.