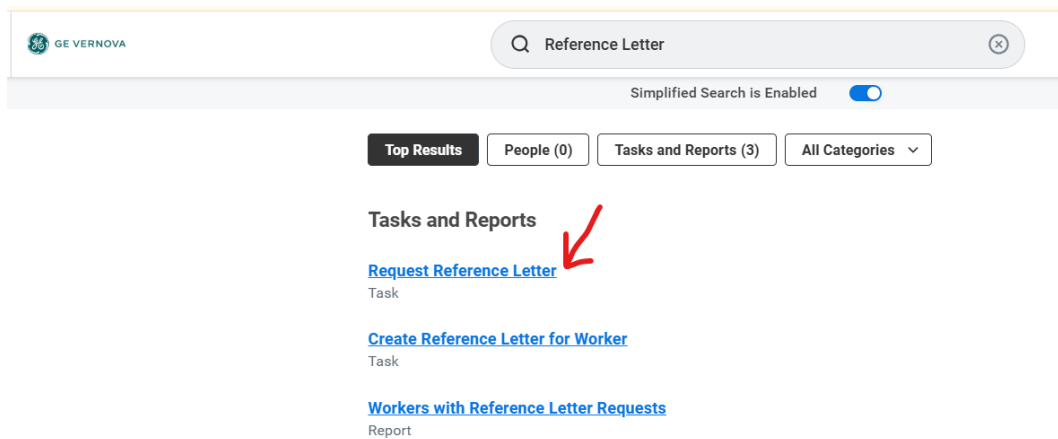


Requesting Reference Letters: Step-by-Step Guide

Step 1: Login to Workday: <https://workday.gevernova.com/>

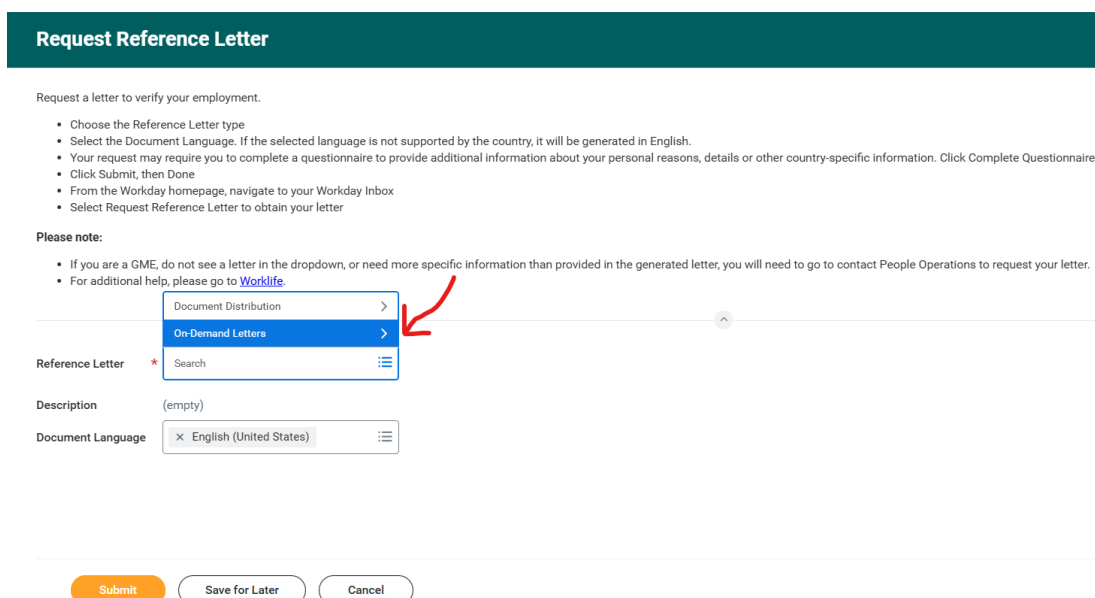
Step 2: Search Reference Letter from the top search bar & Click on Request Reference Letter



The screenshot shows the GE Vernova Workday interface. At the top, there is a search bar with the text 'Reference Letter'. Below the search bar, it says 'Simplified Search is Enabled' with a toggle switch. Underneath, there are tabs for 'Top Results', 'People (0)', 'Tasks and Reports (3)', and 'All Categories'. The 'Tasks and Reports' tab is selected. Below this, there are three results listed under the heading 'Tasks and Reports':

- [Request Reference Letter](#) (Task) - A red arrow points to this link.
- [Create Reference Letter for Worker](#) (Task)
- [Workers with Reference Letter Requests](#) (Report)

Step 3: Select the On-Demand Letters



The screenshot shows the 'Request Reference Letter' form. At the top, there is a dark green header with the text 'Request Reference Letter'. Below this, there is a section titled 'Request a letter to verify your employment.' with a list of instructions:

- Choose the Reference Letter type
- Select the Document Language. If the selected language is not supported by the country, it will be generated in English.
- Your request may require you to complete a questionnaire to provide additional information about your personal reasons, details or other country-specific information. Click Complete Questionnaire, i
- Click Submit, then Done
- From the Workday homepage, navigate to your Workday Inbox
- Select Request Reference Letter to obtain your letter

Below the instructions, there is a 'Please note:' section with a list of notes:

- If you are a GME, do not see a letter in the dropdown, or need more specific information than provided in the generated letter, you will need to go to contact People Operations to request your letter.
- For additional help, please go to [Worklife](#).

The main form area has a 'Reference Letter' dropdown menu. The dropdown is open, showing two options: 'Document Distribution' and 'On-Demand Letters'. A red arrow points to the 'On-Demand Letters' option. Below the dropdown, there is a 'Description' field with the text '(empty)'. To the right of the 'Description' field, there is a 'Document Language' dropdown menu with the text 'x English (United States)'. At the bottom of the form, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

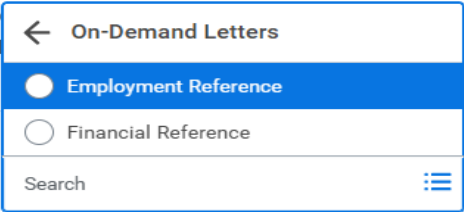
Step 4: Select the Employment Reference or Financial Reference depending on your requirement and submit the request.

Request Reference Letter

Request a letter to verify your employment.

- Choose the Reference Letter type
- Select the Document Language. If the selected language is not supported by the c:
- Your request may require you to complete a questionnaire to provide additional info
- Click Submit, then Done
- From the Workday homepage, navigate to your Workday Inbox
- Select Request Reference Letter to obtain your letter

Please note:

- If you are a GME,  more specific inform
- For additional help

Reference Letter *

☒ Employment Reference

☐ Financial Reference

Search

Description

(empty)

Document Language

× English (United States)

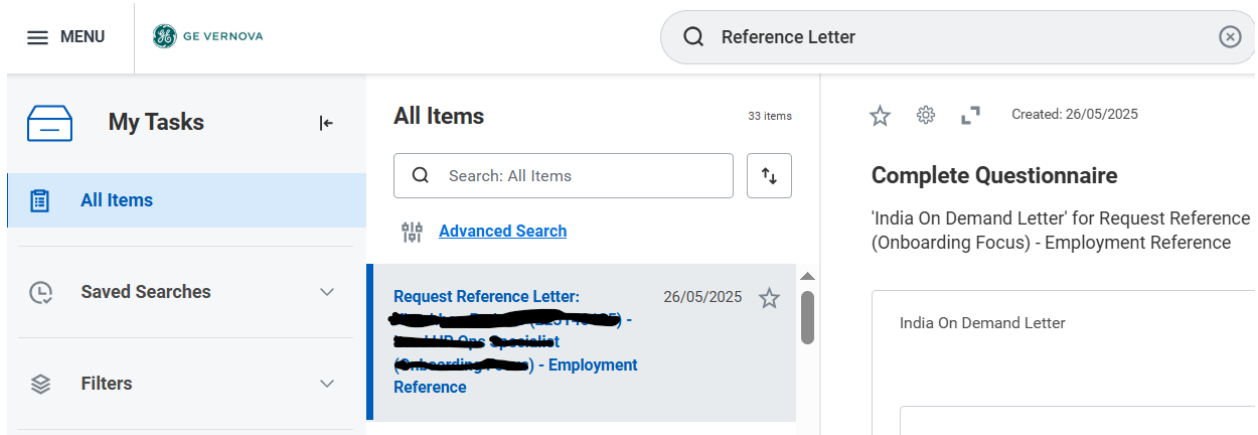


Submit

Save for Later

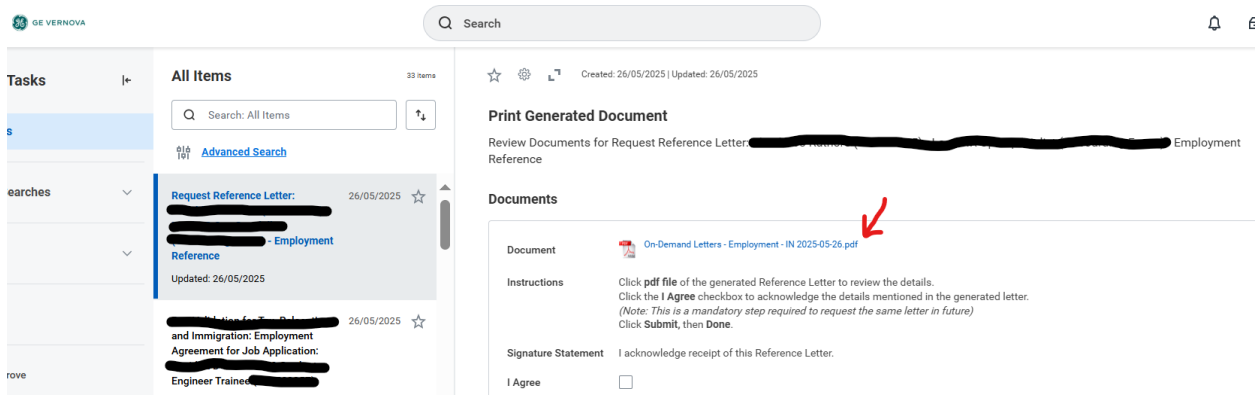
Cancel

Step 5: Complete the questionnaire in your Workday Task



The screenshot shows the GE VERNOVA Workday interface. On the left, there is a 'My Tasks' sidebar with options: 'All Items' (selected), 'Saved Searches', and 'Filters'. The main area is titled 'All Items' and shows a list of tasks. One task is highlighted: 'Request Reference Letter: [Redacted] - Employment Reference', dated 26/05/2025. On the right, there is a 'Complete Questionnaire' section with the title 'India On Demand Letter' for Request Reference (Onboarding Focus) - Employment Reference. Below this, there is a text input field labeled 'India On Demand Letter'.

Step 6: Reference Letter is available in Workday to download



The screenshot shows the GE VERNOVA Workday interface. On the left, there is a 'Tasks' sidebar with options: 'All Items' (selected), 'Saved Searches', and 'Filters'. The main area is titled 'All Items' and shows a list of tasks. One task is highlighted: 'Request Reference Letter: [Redacted] - Employment Reference', dated 26/05/2025. On the right, there is a 'Print Generated Document' section. It contains a 'Documents' list with a file named 'On-Demand Letters - Employment - IN 2025-05-26.pdf'. A red arrow points to this file. Below the list, there are instructions and a signature statement. The instructions state: 'Click pdf file of the generated Reference Letter to review the details. Click the I Agree checkbox to acknowledge the details mentioned in the generated letter. (Note: This is a mandatory step required to request the same letter in future) Click Submit, then Done.' The signature statement says: 'I acknowledge receipt of this Reference Letter.' Below this, there is an 'I Agree' checkbox.