



## Würk Client Submission Quick Reference Guide

Please utilize the following links to communicate with Würk for the following standardized request types:

### Banking/Payroll Requests

Request Type	Link
Direct Deposit Reversals	<a href="https://app.smartsheet.com/b/form/a73629a17904466dbc4b723700b51ce1">https://app.smartsheet.com/b/form/a73629a17904466dbc4b723700b51ce1</a>
Manual Check Production/Shipments	<a href="https://app.smartsheet.com/b/form/6c0845ff79234785b6adf49df7e1e7bd">https://app.smartsheet.com/b/form/6c0845ff79234785b6adf49df7e1e7bd</a>
Income Withholding Orders/Garnishments	<a href="https://app.smartsheet.com/b/form/97dd8ef67b094a4aaccb1586fd24067b">https://app.smartsheet.com/b/form/97dd8ef67b094a4aaccb1586fd24067b</a>
Late Finalization Approval	<a href="https://app.smartsheet.com/b/form/244a1053b2b440fa9c43c16ddcc54a58">https://app.smartsheet.com/b/form/244a1053b2b440fa9c43c16ddcc54a58</a>
New Tax Code Setup	<a href="https://app.smartsheet.com/b/form/4fa9114d99eb48a08b8da28c160f0d5b">https://app.smartsheet.com/b/form/4fa9114d99eb48a08b8da28c160f0d5b</a>
Earning/Deduction Setup	<a href="https://app.smartsheet.com/b/form/633430e8adf4616a1792c5f9adf3271">https://app.smartsheet.com/b/form/633430e8adf4616a1792c5f9adf3271</a>

### Miscellaneous Requests

Request Type	Link
Labor Law Orders	<a href="https://app.smartsheet.com/b/form/2bab3264605549a494f30d4c0388f65f">https://app.smartsheet.com/b/form/2bab3264605549a494f30d4c0388f65f</a>
Time Clock Orders	<a href="https://app.smartsheet.com/b/form/105339f9f607454c809f3580332ac024">https://app.smartsheet.com/b/form/105339f9f607454c809f3580332ac024</a>

These forms will generate a case with Würk Support. Cases will be followed up on as soon as possible. If you have additional questions about these requests, please contact Würk Support at 720.759.5280 or by emailing [support@enjoywurk.com](mailto:support@enjoywurk.com).

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