

WORKDAY QUICK GUIDE

How to View Support Roles

Many unit HR administrators hold "Workday Security Roles" (or support roles) allowing them to help support employees in specific ways.

I-9 Coordinator

Helps employees fill out and submit the federal employment eligibility form I-9 in a timely manner.

Time and Absence Initiate (TAI)

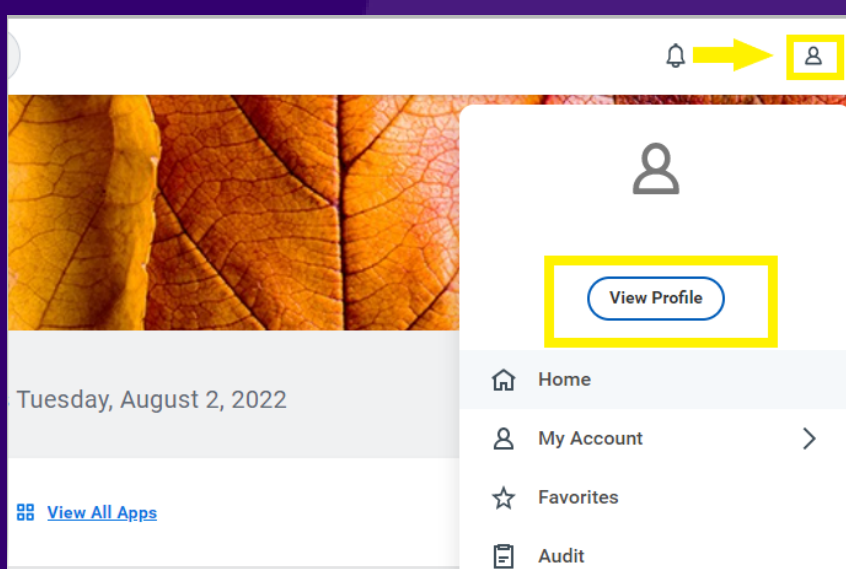
Enters and corrects time and absences, and assigns work schedules on behalf of employees.

Two roles employees most frequently contact are the I-9 Coordinator and the Time and Absence Initiate (TAI).

To delve into a detailed description of each supporting role please visit the ISC page [here](#).

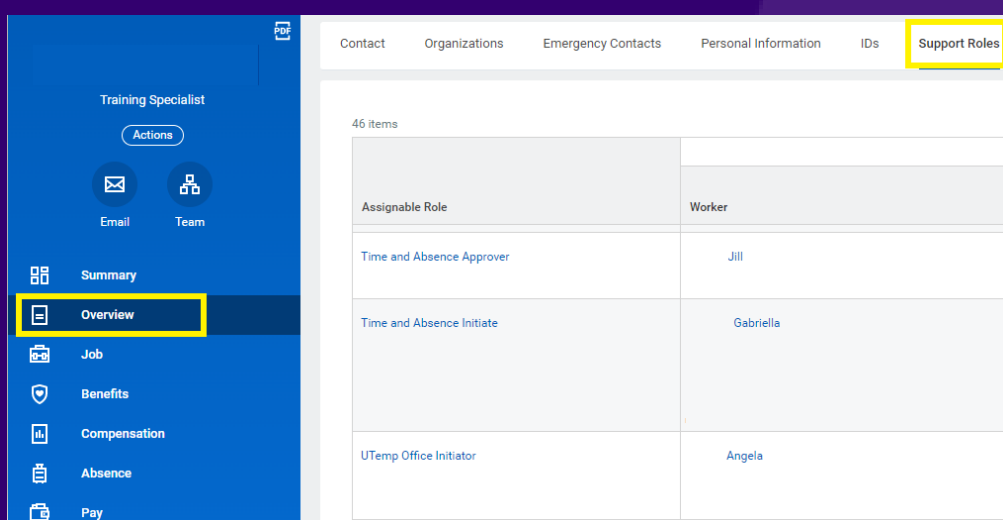
1. PROFILE

From the upper right corner of the [Workday homepage](#), select the **Profile icon**. Then select **View Profile**.



2. OVERVIEW

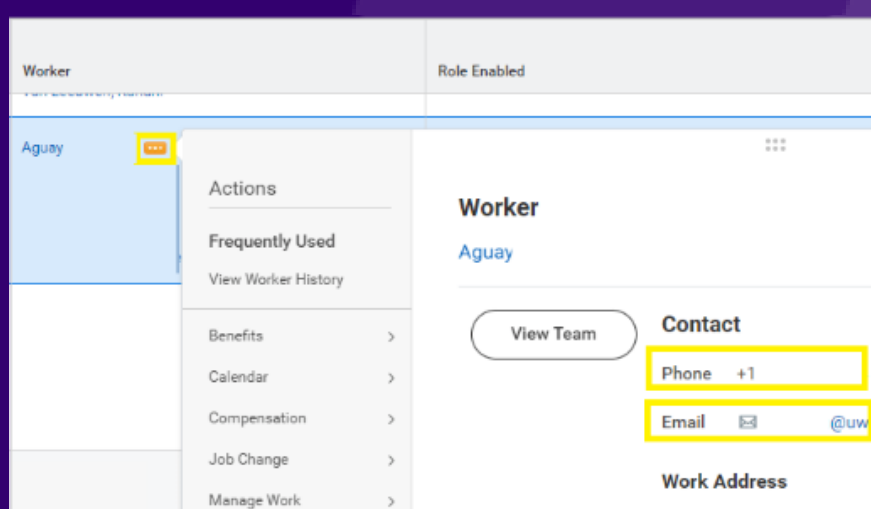
To the left-hand side, select the **Overview** tab. Next, from the top of the page, select the **Support Roles** column.



Assignable Role	Worker
Time and Absence Approver	Jill
Time and Absence Initiate	Aguay Marco Rene
UTemp Office Initiator	Angela
UTemp Office Partner	Will Heather

3. SUPPORT ROLES

Scroll up/down the **Assignable Roles** column until the desired role is found. To the right, the **Worker** column will include the name of the person with the assigned role.



4. CONTACT

Hover over **the name** and select the **ellipses** (three dots) icon. This will auto-populate a new screen with the person's contact information.