WORKDAY QUICK GUIDE How to View Support Roles

Many unit/department administrators hold Workday Security Roles (or "support roles") which allow them to assist employees in specific ways.



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

Time and Absence Initiate

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

The two roles employees contact the most tend to be the I-9 Coordinator and the Time and Absence Initiate.

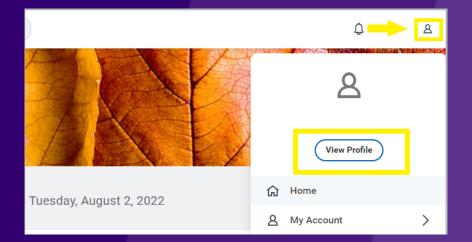
For a detailed description of each support role, <u>visit the ISC website</u>

1. LOGIN

Sign in to Workday from the link at the top right of the ISC website.

2. PROFILE

In the upper right of Workday, select the **Profile** icon, then the **View Profile** button.



	e	C	Contact	Organizations	Emergency Contacts	Personal Information	IDs Support Roles
	Training Specialist		46 items	sla Dala		Worker	
88	Email Team Summary			Absence Approver		Jill	
	Overview Job		Time and	Absence Initiate		Gabriella	
 ■ 	Benefits Compensation Absence		UTemp 0	ffice Initiator		Angela	
⊜ ⊡	Pay						

3. OVERVIEW

To the left-hand side, select **Overview**. Then, at the top of the page, select the **Support Roles** tab.

4. SUPPORT ROLES

Scroll through the **Assignable Roles**

column until the desired role is found. The **Worker** column will include the name of the person with the assigned role.

Assignable Role	Worker	
Time and Absence Approver	Jill	
Time and Absence Initiate	Aguay Ma Rene	
UTemp Office Initiator	Angela	
UTemp Office Partner	Will Heath	er

Worker			Role Enabled			
Aguay 💼	Actions Frequently Used	-	Worker Aguay			
		>	View Team	Conta Phone	ct +1	
	Job Change	>		Email Work A	⊠ Address	@uw

5. CONTACT

Select the **ellipsis** (three dots) icon next to the Worker name. This will open a window with their contact information.

