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.

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.

Time and Absence Initiate (TAI)
Enters and corrects time and absences, and assigns work schedules on behalf of employees.

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

To delve into a detailed description of each supporting role please visit the ISC page here.