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

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.

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.

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

I-9 Coordinator
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.

For a detailed description of each support role, visit the ISC website.