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

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

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.