Workday Security Roles

Fort Collins

Workday's security framework controls what users can see and do. Security roles are not job titles; they define access to specific data, tasks, and actions assigned to positions (not individuals). These roles enable users to view, act on, or approve tasks, and support their assigned organizations. Access remains with the position, not the employee, ensuring it doesn't transfer if the employee changes jobs.

Key Terms

Term	Description
Security Group	Groups of users who need to perform actions or access data.
Role-Based Security Group	Type of security group that identifies users in key support or leadership roles that need security permission to view or modify data and get involved in day-to-day business process transactions. Linked to Assignable Roles.
Assignable Roles	When a role is assigned to a position, the worker in that position assumes the associated responsibilities and receives permission to access data or perform actions in business processes for the organizations they support. Linked to role-based security groups.
Workday-Assigned Security Groups	A type of security group automatically assigned as a starting point for workers. Example: Employee as Self.
User-Based Security Groups	Type of security group assigned to specific workers granting administrative access.

Distributed (HR Partner) Roles

Workday Role	Description
HR Partner (Supervisory Organization)	Perform HR management functions for assigned supervisory organizations. Examples include creating and approving new positions, job assignments, and managing the job profile framework. Approval authority for HCM business processes. HR Partners also have access to complete section 2 and reverifications of I-9 forms.
Academic Faculty Partner (Academic Organization)	Perform academic faculty management functions for assigned academic units. Examples include creating and maintaining academic appointments and viewing academic faculty setup data. Approval authority for academic faculty business processes.

Workday Security Roles

Fort Collins

Distributed (HR Partner) Roles, continued

Workday Role	Description
Compensation Partner (Supervisory Organization)	Perform compensation management functions for assigned supervisory organizations. Examples include approving worker compensation plans, packages, and salary ranges. Approval authority for compensation and staffing business processes.
Business Officer (Supervisory Organization: College/Division)	The Business Officer has visibility to the compensation for all employees for a college or division. They can initiate compensation-related business processes, including compensation changes, one-time payments, and period activity pay.
SalX Coordinator (Supervisory Organization: College/Division	The SalX Coordinator manages the SalX process for a college or division in Workday Advanced Compensation. They review and change the annual salary increase amounts for each employee in the College or Division.SalX Coordinator.
Recruiting Coordinator (Supervisory Organization)	Recruiting Coordinators perform recruiting functions for assigned supervisory organizations. Examples include creating job requisitions, sourcing candidates, processing dispositions, and scheduling interviews. If a Manager creates a job requisition, the department's assigned Recruiting Coordinator will review and approve it before submitting it to Talent Acquisition for final approval. (This process does not apply to student positions.)
Absence Partner (Supervisory Organization)	Perform absence management functions for assigned supervisory organizations. Examples include adjusting accruals and time off and viewing employees on leave. Approval authority for time off and leave business processes. Absence Partners can create and approve absences for employees.
Timekeeper (Supervisory Organization)	Timekeepers perform timesheet management functions for assigned supervisory organizations. Examples include submitting, modifying, and approving timesheets. Timekeepers have entry and approval authority for timesheet business processes.
Financial Partner (Department Level)	Access reporting on payroll journal lines, including finalized pay periods, currently in progress, and encumbrances for future pay periods. Can create and manage organization assignments, costing allocations, and payroll accounting adjustments to adjust accounts on finalized pay periods. **Note:** Unlike other Partner roles, the Finance Partner is assigned only at the department level (not the supervisory organization level), and the Finance Partner for an employee is determined by the department listed on their organization assignment.

Workday Security Roles

Fort Collins

Administrative Roles

Role	Description
Benefits Administrator	Performs administrative functions for the benefits functional area.
Compensation Administrator	Performs administrative functions for the compensation functional area.
HR Administrator	Performs administrative functions for everything related to HR.
Job & Position Configurator	Performs administrative functions relating to jobs and positions.
HR Organization Administrator	Performs administrative functions relating to organizations.
Payroll Administrator	Performs administrative functions for the payroll functional area.
Report Writer	Has the ability to create and edit reports.
Security Administrator	Owns and maintains security.
Setup Administrator Integration Access	Performs administrative functions for everything related to tenant setup.
Time Tracking Administrator	Unconstrained access to create and maintain all time tracking setup data. Examples include time entry codes, time entry templates, calculations and time periods. Authority to adjust calculated time and manually advance a time entry event.
Talent Administrator	Unconstrained access to create and maintain all talent setup data. Examples include review templates, ratings, statuses, succession, potential, and retention. Approval authority for talent management business processes. Assign candidate, talent, and succession pool roles.
Absence Administrator	Unconstrained access to create and maintain all absence setup data. Examples include time off types, leave types, and leave families. Approval authority for time off and leave business processes.
HR Auditor	Unconstrained access to view all HCM setup and operational data. View all HCM business processes.
Payroll Auditor	Unconstrained access to view all payroll setup and operational data. View all payroll business processes.
Report Administrator	Unconstrained access to edit reports owned by other users.
Academic Faculty Administrator	Unconstrained access to create and maintain all academic faculty setup data. Examples include academic units, academic calendars, and academic pay. Approval authority for academic faculty business processes.

Workday Security Roles

Fort Collins

Administrative Roles, continued

Role	Description
System Configurator	Unconstrained access to create and maintain system setup data. Examples include address formats, contact info, ID types, name formats, personal info, recruiting, staffing, tenant, time off, and worker types. Approval authority for translation business processes.
System-wide Integrations Developer	Unconstrained access to view all HCM setup and operational data. View all HCM business processes.
System-wide Report Developer	Unconstrained access to view all HCM setup and operational data. View all HCM business processes.
Annual Increase Planner	This role is used to manage the annual salary increase exercise.
Business Process Administrator	Unconstrained access to create and maintain all business process setup data. Examples include business process definitions, steps, condition rules, notifications, checklists, and to dos. View all business process events. Manage business processes that are in progress and reassign tasks as necessary. Approval authority for organization and system business processes.
Question Configurator	Unconstrained access to create and maintain question tags, questions, and questionnaires. No approval authority.
Benefits Partner	Perform benefits management functions for assigned supervisory organizations. Examples include initiating open enrollment, changing benefit elections, and maintaining dependents and beneficiaries. Approval authority for benefits business processes.
Payroll Partner	Perform payroll review functions and time entry for assigned pay groups. Examples include setup data for positions, new hires, transfers, and terminations. Approval authority for payroll business processes and ability to manually advance time entry business processes.
Payroll Settlement Specialist	Perform payroll settlement functions for assigned companies. Examples include generating payroll payments and prenotes. Approval authority for settlement business processes.
Retiree Partner	Perform retiree management functions for assigned retiree organizations. Examples include maintaining retirees and viewing retiree data. Approval authority for retiree business processes.

Administrative Roles, continued

Role	Description
Talent Partner	Perform talent management functions for assigned supervisory organizations. Examples include processing employee reviews, creating talent and succession pools, and launching calibration. Approval authority for talent, performance, and succession business processes.
Recruiter	Perform recruiting functions for assigned supervisory organizations. Examples include creating, qualifying, and evaluating applicants for jobs and positions. No approval authority.

Custom Approval Roles

Role	Description
Classification & Compensation	Approves new and changing positions. Comprised of the Classification and Compensation team in the Division of HR.
Position Justification Approver	Approves new positions based on the Position Justification questionnaire required on all new positions. Comprised of the executive committee.
Student HR Partner	Approves work study and non-work study student hires and job changes. Comprised of the Student Employment team in the Office of Financial Aid.
Graduate Assistant Coordinator	Approves Graduate Assistant hires and job changes. Comprised of Graduate School employees.