Workday Concept: Roles

What is the purpose of roles?

Roles:

- Determine what you can see and what you can do in Workday.
- Provide individuals access to appropriate data within the assigned organizational structure.
- Determine functional responsibilities and routing of actions in a business process.

Who will be assigned a role?

- All Workday users at Yale will inherit or be assigned a System Role.
  - Inherited roles are the default roles provided by Workday, including “Employee” and “Manager”.
  - Assigned roles include “HR Partner” or “Management Partner”.

For additional information or questions about the Workday@Yale program, please visit the program website at [http://Workday.Yale.edu/](http://Workday.Yale.edu/) or email us at [Workday@Yale.edu](mailto:Workday@Yale.edu).
# Workday Concept: Roles

## Four Common Roles Include:

<table>
<thead>
<tr>
<th>Workday Role</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>General view of their own personal data, pay, and benefits</td>
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</table>
| **Manager** | General view of own personal data and direct reports’ position and pay information, with the ability to kick off business processes (TBD)  
*Can also view their own Employee information* |
| **Partners (HR and FBO Business Partners, ITS, HRGs, Lead Administrators)** | General view of personal data, pay, and benefits, client data, and often in the review or approval chain on business processes  
*Can also view their own Employee information* |
| **Administrators (Med School, Central, & Faculty, Research, Clinical Admin)** | General view of personal data, pay, and benefits, organization data, and full data processes. May be a step in a business process  
*Can also view their own Employee information* |

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