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".*

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Four Common Roles Include:

Workday Role	Description
Employee	*General view of their own personal data, pay, and benefits*
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*