Find Actions Awaiting Your Response

Find specific actions awaiting your attention by running the Workday Report: “Business Processes Awaiting Action By Me—Yale”.

Payslips

- Employees can access their payslip in Workday on the actual pay date, not before.

Who Holds What Roles?

- Start by looking at the Supervisory Organization in Workday.
- Click on the “Support Roles” tab, then filter the table by role.
- A second option is to run the following report:
  - Type “Role Assigned Worker” in the Search Bar.
  - Enter the worker’s name (i.e., your name) and run the report.

Requesting Roles

- To request a Workday role, complete the Workday Access Management Request Form and submit it to the Employee Service Center.
- Form 1601 FR.04 Workday Access Management Request can be accessed at policy.yale.edu/forms.
- A list of valid requesters can be found on the form in Attachment A.

For additional information or questions about the Workday@Yale Program, please visit the website at http://workday.yale.edu or email us at Workday@yale.edu.