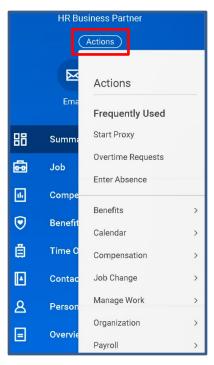HR Partners and HR Practitioners can assign and remove roles (e.g., Timekeepers, HR Partners, Timekeeper Approvers, etc.) in Workday for employees as needed. HR Partners or HR Practitioner will need to know the supervisory organization to make the role assignment.

ASSIGNING A ROLE

To assign a role to an employee:

1. Enter the employee's name in the **search** field.

2. Click the employee's name. The employee's profile displays.

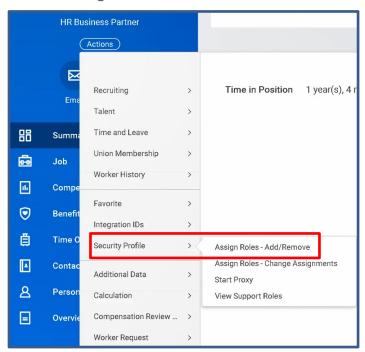3. Click the **Relation Actions** button under the employee's name.

4. Scroll down the list of actions and select **Security Profile**. A list of options will display.
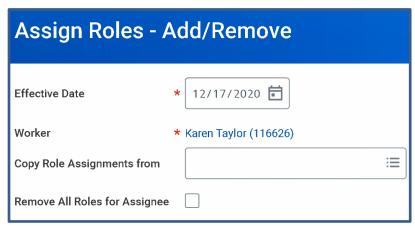
5. Click on **Assign Roles – Add/Remove**.

6. The Assign Roles -Add/Remove page displays. The effective date defaults to current day. The effective date can be changed if needed.
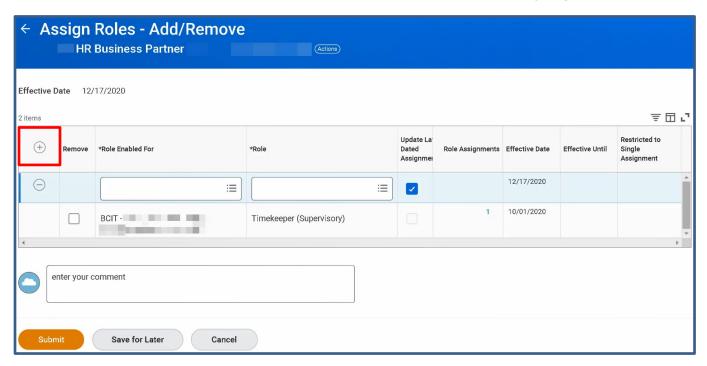

7. Click the **Ok** button to move to the next step or **Cancel** to start over.

8. Click on the **add row** icon to add a row that will be used to enter the **supervisory organization** and **role** details.

9. Enter the **Supervisory Organization** in the **Role Enable For** field. Enter the Workday Role in the **Role** field.

10. Click the **Submit** button to complete the task, **Save for Later** button to save the task to complete later or the **Cancel** button to start over.
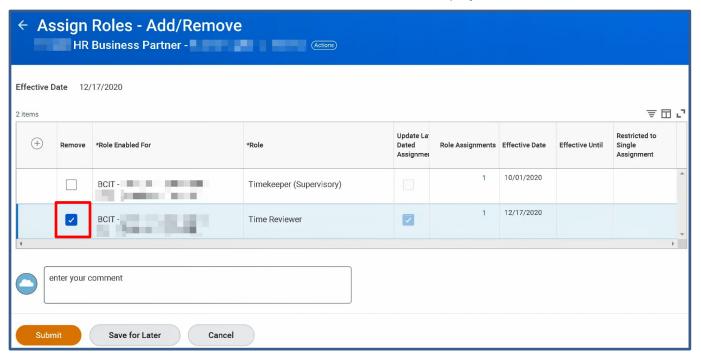
11. Click **Done**.

REMOVING A ROLE

To remove an assign role from an employee:

1. Enter the employee's name in the **search** field.

2. Click on the employee's name. The employee's profile displays.

3. Click on the **Related Actions** button under the employee's name.

4. Scroll down the list of actions and select **Security Profile**. A list of options will display.

5. Click on **Assign Roles – Add/Remove**.

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6. The effective date defaults to current day. The effective date can be changed if needed.

7. Click the **Ok** button to move to the next step or **Cancel** button to start over.

8. Check the remove box next to the role that needs to be from the employee.

9. Click the **Submit** button to complete the task, **Save for Later** button to save the task to complete later or the **Cancel** button to start over.

10. Click **Done**.

Your screen shots may vary in color from this document; however, processes are correct as of revision date.

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