



## WORKDAY SECURITY REQUEST FORM

This form should be used to request the addition and/or removal of Workday security role assignments

### INSTRUCTIONS

1. Complete form (must include approving Manager's signature)
2. Email completed form to *workdaysupport@algonquincollege.com* and copy Approving Manager

### ROLE ASSIGNEE:

Name:

Email:

Phone:

Position No:

Position Title:

### REQUESTOR:

Name:

Email:

Phone:

Position No.

Position Title:

### ACCESS REQUEST

Request Type:  Add  Remove

Effective Date:

## SUPERVISORY ORGANIZATIONS

*Note: Locate Supervisory Organization name by searching for the Manager in the Workday search bar*

Highest Supervisory Organization(s) the user will support (can enter multiples)

Include Subordinate Organizations:

Yes  No

## SECURITY ROLES

Please select the role(s) to be assigned to / removed from the user:

### **Timekeeper**

*This security role will allow the user to:*

- *Create job requisitions to hire or extend part-time employees*
- *Initiate an offer letter process*
- *Customize onboarding set-up*
- *Track and report on time entry activities for Part-Time employees*

### **Cost Centre Financial Analyst**

*This security role will allow the user to view financial transactions and run financial reports for identified cost centre(s). Identify Cost Centre Hierarchy or Cost Centres below:*

### **Accounts Receivables Analyst**

*This security role allows the user to view data related to customer invoices*

### **Accounts Payable Analyst**

*This security role allows the user to view data and run reports related to purchase requisitions, purchase orders and supplier invoices*

### **Business Asset Tracking Specialist**

*This security role is assigned to the Equipment Coordinator and allows the user to edit or transfer a business asset*

### **Customer Invoice Initiator**

*This access will allow the user to create and edit customer invoices*

### **Field Accountant**

*This security role will allow the allow the user to create and edit journal entries*

## APPROVALS

Manager's Printed Name:

Manager's Signature: