WORKDAY SECURITY REQUEST FORM

ALGONQUIN COLLEGE

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: