



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

WHO DOES THIS CHANGE APPLY TO ?

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:

Customer Invoice Initiator

Allows the user to create and edit customer invoices

Field Accountant

Allows the user to create and edit journal entries

Timekeeper

Allows 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 Other than Full-Time employees*

Cost Centre Financial Analyst

Allows 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

Allows the user to view data related to customer invoices

Accounts Payable Analyst

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*

Expense Officer

Allows the user to review expense reports for identified Cost Center Hierarchies prior to the Cost Center Manager or Manager's approval. If this request is for a Strategic Investment Priorities (SIP), identify the Cost Centres

APPROVALS

Manager's Printed Name:

Manager's Signature: