



What's Changing With Security Roles

Updated February 2024

Today, UW employees are granted access to information in Human Resource System (HRS), Shared Financial System (SFS), and our many other systems in different ways. In some cases, an employee's access is too limited. In others, it's more than they need.

In Workday, access to information is assigned via security roles. If you work in finance, human resources, or research administration, you will have security roles that provide access to the information you need to do your job.



How Do Security Roles Work?

Whether you process transactions, compile reports, or review data, your security roles will:

- Provide access to the data you can view
- Define what actions you can perform
- Determine which tasks are routed to you for review and approval

Permission settings for security roles allow staff to take specific actions as they complete a business process. This can include permissions related to what you can view, initiate, approve, or reassign.

Security Role Assignments and Benefits >>>

Workday will be implemented as a part of the Administrative Transformation Program. Want to learn more about ATP?

Scan the QR code with your smartphone or visit atp.wisconsin.edu





What's Changing With Security Roles

Updated February 2024



How Are Security Roles Assigned?

Business leaders from each UW institution assigned security roles to their employees based on their position and the work they do. Workday's security roles provide flexibility for the UW in several ways:

- There won't be a one-to-one match for job titles and security roles.
- Some people will be assigned more than one security role. For example, an administrative assistant may have the Expense Data Entry Specialist role and the HR Process Coordinator role.
- More than one person in your department or division may have the same security role. Those who do the work or serve as backups will have the access they need to complete reassigned tasks.



How Will Workday's Security Roles Benefit You?

- You will have access to the information you need when you need it.
- If your job changes, you will get access to information through the security role assigned to your new position.
- When you are out of the office, someone can act on your behalf, and you will receive automated notifications about any actions taken.