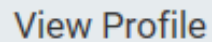


Introduction to Support Roles

This Quick Reference Guide will walk you through the steps to identify individuals assigned support roles within Workday. A support role is a collection of permissions in Workday. Not all employees will be assigned a support role, however all employees will have access to view support roles for their organization.

Step 1: Click on cloud  icon or your photo in the upper right corner of your home page.

Step 2: Click on *View Profile* beneath your name.

View Profile

Step 3: In your employee profile, click on the *Contact* tab.

Contact

Step 4: In the *Contact* menu, click on **Support Roles**.

Contact Emergency Contacts Organizations **Support Roles**

Step 5: (1) In the *Assignable Role* column, you will see the assignable support roles listed. (2) In the *Worker* column, you will see the person who is assigned the support role. (3) In the *Roles Enabled* column, the supervisory organization associated with the support role assignment displays.

Support Roles		
Assignable Role ¹	Worker ²	Role Enabled ³
Absence Partner (Supervisory)	[Redacted]	[Redacted]
Appointing Authority	[Redacted]	[Redacted]
Compensation Partner (Supervisory)	[Redacted]	[Redacted]
Governor's Executive Appointment Officer	[Redacted]	[Redacted]
HR Analyst (Supervisory)	[Redacted]	[Redacted]

Step 6: If you need to contact one of your support roles, click on the *Worker* name of who has the assignable role or topic you need assistance with.

Assignable Role	Worker
Absence Partner (Supervisory)	[Redacted]