



# WORKDAY OREGON

Security Group/Role <b>Note: Required are Underlined</b>	Description	Recommended Assignments	Assigned to (Options)
<b><u>Absence Partner</u></b> (Role Inherits Unassigned Sub-Organizations)	Perform absence management tasks for assigned organizations. Examples include adjusting accruals (primarily Family and Medical Leave adjustments) and viewing employees on leave. Approval authority for time off and leave business processes.	Agency Family & Medical Leave Coordinators	Supervisory Organization
<b><u>ADA Coordinator</u></b> (Role Inherits Unassigned Sub-Organizations)	This role provides access to information directly related to ADA requests or accommodations.	Agency ADA Managers/Coordinators	Supervisory Organization
<b><u>Affiliation Manager</u></b> (Role Inherits All Sub-Affiliations)	This role is used to provide guidance, support and management to the Extended Enterprise Learner population at the State of Oregon - Affiliation and/or Company Affiliation level. Examples include: assist with account creation, view/edit Extended Enterprise Learner Affiliation, view/edit Extended Enterprise Learner profiles and provide password resets (only to the Extended Enterprise Learner) when needed.	Agency employees and contingent workers who manage and support the Extended Enterprise Learner population.	State of Oregon - Affiliation Company Specific Affiliation
<b><u>Agency Payroll Partner</u></b>	This role provides view access to worker payslips, worker data, reports with payroll data, and payroll calculations including W2. The role also provides view/modify access to worker time off balances, time off requests, worker schedules, payroll calculations results, payment elections, costing overrides, payslip printing elections, pay inputs, and other payroll functions.	Agency Payroll Analysts or others assigned to support payroll within an agency.	Pay Group
<b><u>Agency Timekeeper</u></b> (Role Inherits All Sub-Organizations)	This role can view worker time off balances, view reports with time tracking data, view/modify worker time entries, and view/modify employee work schedules.	Agency Payroll Partner, Agency Payroll Analysts, or others assigned to support timekeeping within an agency.	Supervisory Organization
<b><u>Agency Time Reviewer</u></b> (Role Inherits Unassigned Sub-Organizations)	This role allows view only access to employee time data.	Agency HR Partners who need to view employees' time entry and others assigned to review time for managers.	Supervisory Organization
<b><u>Appointing Authority</u></b> (Role Inherits Unassigned Sub-Organizations)	This role is used in business processes where Appointing Authority approvals are required. (can only be assigned by Security Administrator)	Agency Appointing Authorities	Supervisory Organization
<b><u>Content Creator</u></b> (Role is assigned by Agency Learning Partner)	This role allows access to create and manage Learning Programs, Courses, Lessons, and Offerings. This role also has the ability to create and manage offerings, manage course grading and attendance, manage course enrollments and drops functions, and has access to relevant learning reports.	Agency employees and contingent workers identified within an agency's program area to manage the learning content for their agency. They work closely with their agency's Learning Partner.	Company
<b><u>Compensation Partner</u></b> (Role Inherits Unassigned Sub-Organizations)	Performs compensation management tasks for assigned organizations. Approval authority for compensation related staffing business processes. Includes supplemental view access to workers' compensation who sit outside of the agency for pay equity purposes.	Agency employees who manage and approve Class/Comp staffing processes.	Supervisory Organization
<b><u>Diversity, Equity &amp; Inclusion Partner</u></b> (Role Inherits Unassigned Sub-Organizations)	This role allows access to employee demographics in Diversity, Equity and Inclusion (DEI) Reports and is intended to be assigned to positions outside of Human Resources with primary EEO data responsibilities.	Agency employees (in organizations outside of HR) with primary responsibilities involving EEO	Supervisory Organization Company
<b><u>Emergency Coordinator</u></b> (Role Inherits All Sub-Organizations)	This role provides access to home and emergency contact information.	Designated agency emergency or evacuation coordinators	Supervisory Organization Company Location Hierarchy



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<b><u>Finance Partner</u></b> (Role Inherits All Sub-Organizations)	Performs financial and accounting services for assigned organizations. The role provides view access to employee job, costing and compensation information.	Agency employees who manage the financial and accounting systems.	Supervisory Organization
<b><u>HR Analyst</u></b> (Role Inherits All Sub-Organizations) Should be assigned at the top of Supervisory Organization	This is the HR view only access to data and business processes; not able to edit/approve actions within the system; help ensure business processes continue to route promptly within the system. May view when an action delays in a business process and can contact someone to remind them to take action so the process can progress.	For those individuals who analyze HR data for your agency	Supervisory Organization
<b><u>HR Assistant</u></b> (Role Inherits Unassigned Sub-Organizations)	This role allows access to perform HR reporting functions for assigned supervisory organizations. Examples include access to reports on positions, staffing, compensation, and benefits. This role gives access to modify position description information and position job classifications. This role also gives access to modify worker I-9 information, legal name, personal photo, and government and other ID's.	Agency HR Assistant, Records techs who support HR in processing actions.	Supervisory Organization
<b><u>HR Executive</u></b> (Role Inherits Unassigned Sub-Organizations)	View all HR setup and operational data for assigned organizations. Approval authority for HCM business processes. (can only be assigned by Security Administrator)	Agency Executive Level HR Managers	Supervisory Organization
<b><u>HR Partner</u></b> (Role Inherits Unassigned Sub-Organizations)	Perform HR management functions for assigned organizations. Examples include creating and approving new positions, job assignments, and managing the job profile framework. Approval authority for HCM business processes. People in these groups will be receiving notifications and approval requests for staffing actions. (Conflicts with the Workforce Liaison Role: Employee is either assigned to the Workforce Liaison role where they would not have approval authority; or, the HR Partner role with approval authority - Never to both roles).	Agency HR Partners/Generalists assigned to support specific groups within an agency.	Supervisory Organization
<b><u>Instructor</u></b> (Instructor definition encompasses: External Instructor, Internal Instructor, and Allowed Instructor)	Person who is assigned to train a blended course in Workday Learning. This person performs the following functions to assigned courses: creating and managing offerings, managing course grading and attendance, managing course enrollments and drops functions, and has access to relevant learning reports.	Individuals who teach a blended course in Workday Learning. Individuals include employees, contingent workers, and external instructors.	Tenant Wide - No options
<b><u>Learning Partner</u></b> (Authorized to execute all functions assigned to the Content Creator role)	The role that oversees the agency's training and learning content via Workday Learning. They are authorized to execute all functions assigned to the Content Creator role. They are responsible for the ongoing and appropriate use, maintenance, and upkeep of Workday Learning within their agency.	Agency employees and contingent workers who are identified within an agency's program area to manage the learning content for their agency.	Company
<b><u>Organization Partner</u></b> (Role Inherits Unassigned Sub-Organizations)	Perform organization management functions for assigned organizations. This is assigned to employees who support executives with the authority to restructure an agency, division or section; editing and inactivating organizations. Approval authority for organization business processes.	Agency employees who maintain the organization structure and role assignments for the agency.	Supervisory Organization
<b><u>Password Reset Partner</u></b> (Role Inherits Unassigned Sub-Organizations)	This role can be assigned to staff who support the agency when password resets are needed.	Agency support staff	Supervisory Organization
<b><u>Payroll Analyst</u></b>	View access to payroll data.	Payroll Manager who is not a Payroll Partner.	Pay Group



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<b><u>Position Analyst</u></b> (Role Inherits All Sub-Organizations)	This role is for agency budget staff who perform budget functions and are the assigned Agency SABRS Coordinator. The role receives tasks associated with position management. (Note: Do not assign this role to managers. Managers will inherently have access into budget information for their assigned organizations).	Agency SABRS Coordinators	Supervisory Organization Company
<b><u>Position Manager</u></b> (Role Inherits All Sub-Organizations)	This role is for agency budget staff who perform budget functions for assigned organizations.	Agency CFO, Budget Managers, Budget Staff & Agency SABRS Coordinators	Supervisory Organization Company
<b><u>Pre-Employment Check Coordinator</u></b> (Role Inherits Unassigned Sub-Organizations)	This role provides the ability to initiate, view, and modify pre-employment and background check status within Workday.	Agency Pre-Employment check specialists	Supervisory Organization
<b><u>Protected Worker Partner</u></b> (Role Inherits Unassigned Sub-Organizations)	Specialized role - Allows access to view hidden fields for protected workers. This role should be assigned with great caution to only one or two individuals who support the agency. (can only be assigned by Security Administrator)	Specialized to a very limited, no more than 2 within an agency, who manage protected worker data.	Supervisory Organization
<b><u>Recruiter</u></b> (Role Inherits Unassigned Sub-Organizations)	Create, qualify, and evaluate applicants for jobs and positions for assigned organizations. Initiate contingent workers and employees hires, including new positions.	Agency Recruiters	Supervisory Organization
<b><u>Safety Partner</u></b> (Role assigned at Location Hierarchy for each location)	Perform safety management tasks for assigned organizations. Examples include creating and maintaining safety incident operational data, and viewing safety setup data and reports. Approval authority for safety incident business processes.	Agency Safety Managers	Location Hierarchy
<b><u>Talent Partner</u></b> (Role Inherits Unassigned Sub-Organizations)	Perform succession management tasks for assigned organizations. Examples include maintaining positions for succession and talent pools. Approval authority for succession business processes.	CHRO - Workforce Development, Agency Succession & Talent Planners	Supervisory Organization
<b><u>Vaccine Coordinator</u></b> (Role Inherits Unassigned Sub-Organizations)	This role provides access to manage employee vaccine status information for assigned organizations.	Agency HR staff responsible for documenting vaccine status for employees (should not be assigned to individuals who are already assigned HR Partner or HR Executive role).	Supervisory Organization
<b><u>Volunteer Coordinator</u></b> (Role Inherits Unassigned Sub-Organizations)	Perform HR management functions related to volunteer coordination for assigned organizations. Examples include creating and approving new positions, job assignments, and managing the job profile framework. Approval authority for HCM business processes.	Agency Volunteer Coordinators	Supervisory Organization
<b><u>Workforce Liaison</u></b> (Role Inherits Unassigned Sub-Organizations)	This role gives minimal access to provide managerial support in the areas of initiating position info changes, interview scheduling, initiating onboarding and editing worker data (e.g., I-9, government and other IDs, home contact info, photo changes and work contact changes).	Agency Support Staff who support Supervising Managers or Organizations with staffing or personnel actions.	Supervisory Organization