



# Montclair State University

www.montclair.edu/human-resources/ and www.montclair.edu/information-technology/workday-2020-project/

## workday SECURITY ROLE REQUEST FORM (Non-Academic)

This form is used to request a change in an employee's security role access within Workday. Please complete the form, save to your computer and email to WCCSupport@montclair.edu. \*For Search Committee roles, please contact talent@montclair.edu.

<b>REQUESTOR:</b>	<b>Date submitted:</b>
	<b>Phone:</b>

### SECTION A: ROLE ASSIGNMENT (MSU Staff or Faculty)

<input type="checkbox"/> Add	New Name:		CWID
<input type="checkbox"/> Remove	Name to remove:		CWID
<input type="checkbox"/> Replace	New Name(s) to add:		CWID(s)
	Old Name(s) to remove:		CWID(s)

### SECTION B: SUPERVISORY ORGANIZATIONS

Enter the name of all of the Supervisory Organization(s) as listed in Workday. (Separate with commas OR returns, include all subordinate orgs. Don't forget temporary orgs.)

**NOTE:** Locate Supervisory Organization name by searching for the Manager in the Workday search bar or within the Organizations tab in the Manager's profile. (Column will expand as you type.)

1.	2.	3.	4.
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Comments:

### SECTION C: CAMPUS ROLES

Please select the role(s) to be assigned to the user. *See glossary on page two.* **Cost Center:**

Select	ROLE	Select	ROLE	Select	ROLE
<input type="checkbox"/>	Administrative Assistant	<input type="checkbox"/>	Manager, only one per org	<input type="checkbox"/>	Cost Center Finance Analyst
<input type="checkbox"/>	Unit Head, only one per org	<input type="checkbox"/>	Timekeeper	<input type="checkbox"/>	Cost Center Finance Specialist
				<input type="checkbox"/>	Cost Center Manager
				<input type="checkbox"/>	Cost Center Requisitioner

### SECTION D: APPROVALS

I have reviewed request for access for the above named person. My esignature below acknowledges I have read and agree with this request.

Role	Name	Signature	Date
MANAGER			
UNIT HEAD			
DIV. VP/Exec. Dir.			

### SECTION E: WORKDAY OPERATIONS

	Name	Signature	Date
<input type="checkbox"/> Processed			

## Glossary: Role Assignments

**Cost Center Finance Analyst** - Perform financial reporting functions for assigned cost centers. Access to manager financial reporting, metrics, spend analytics and payroll details. Viewing access only, no approval authority.

**Cost Center Finance Specialist** - Create budget amendment, create journal, record cash sale, adjust accounting, create customer invoice, record customer payment, create spend authorization & expense report for non-worker, worker, etc. No approval authority.

**Cost Center Manager** - Primary manager for assigned cost centers. Access to cost center spend analytics, payroll details and access to create budget amendments. Approval authority for financial business processes.

**Cost Center Requisitioner** - Create requisitions, supplier invoice, receipt, return, change order and find suppliers, etc. No approval authority.

**Administrative Assistant** - Initiate hires, job changes, and compensation changes for temporary and student employees. Hire and enter period activity pay for adjuncts. Initiate recruiting processes.

**Manager** - Initiate hires, job changes, and compensation changes for temporary and student employees. Hire and enter period activity pay for adjuncts. Initiate recruiting processes. Responsible for completing the approval step for various business processes. Approving time off requests and entering time off for employees on leave. Recruiting view access and initiate recruiting processes. Required to complete a performance review for all direct reports.

**Timekeeper** – Approve time entry and enter time on behalf of hourly employees.

**Unit Head** - Responsible for completing the approval step for various business processes including the approval of offers to final candidates. Required to complete a performance review for all employees within unit.