

# Request Workday Security Roles

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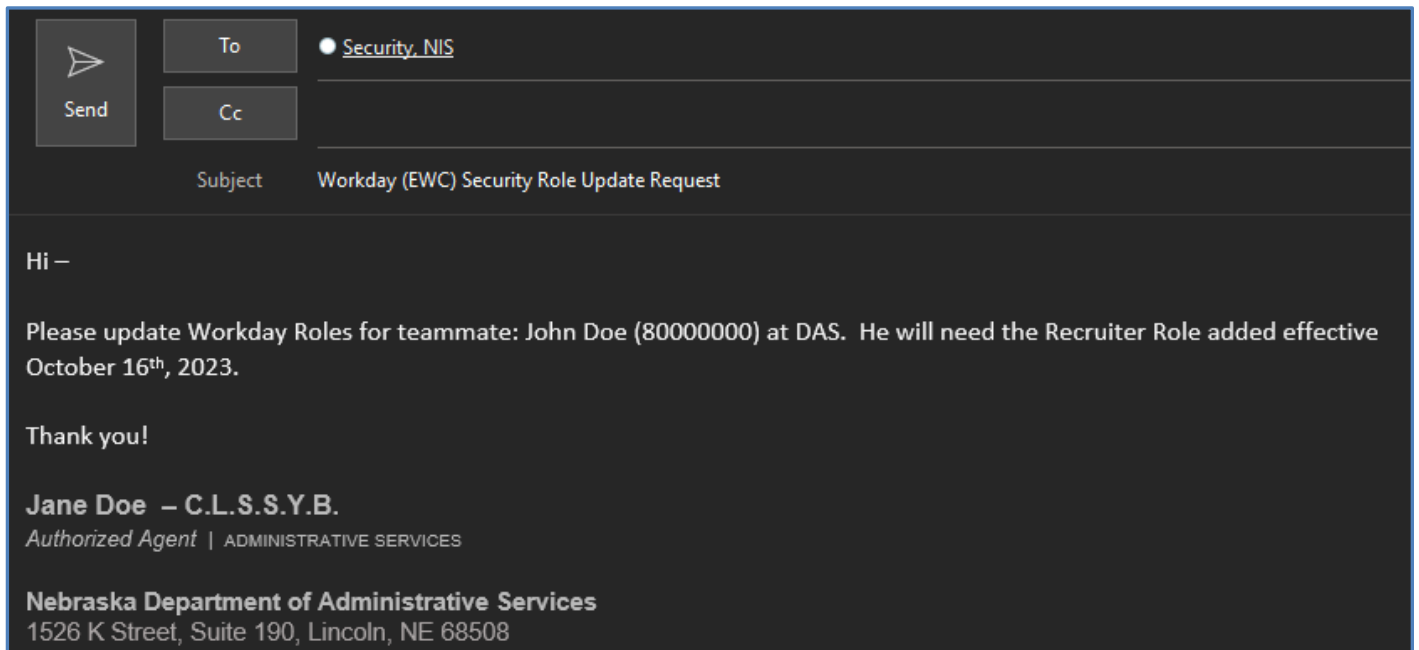
## Purpose

This document provides instruction for requesting User Security Roles in Workday. Available roles and descriptions for each are provided at the end of this document.

## Request Role Addition or Change

All requests for additions or changes must be sent via email from an Agency Authorized Agent (agency Security Partner) to the NIS Security shared email.

1. As an Authorized Agent, open your Outlook mail application.
2. Select the option to create a new email.
3. Select Security, NIS from the address book; or, enter [nis.security@nebraska.gov](mailto:nis.security@nebraska.gov) as the email address to which you are sending the request.
4. In the body of the email, include the teammate Name, Employee ID Number (a.k.a., Address Book Number), Agency, Effective Date, and Role you are requesting for that teammate (example below).
5. Send the email.



6. NIS.Security will forward your request to the appropriate BPO for their approval (or not, IF applicable).
7. If approved, NIS.Security will assign the Roles in Workday.

# Request Workday Security Roles

## Available Roles and Descriptions

Security Role	Role Description
Agency Learning Administrator - Agency	Access to manage Agency specific Learning Topic and learner enrollment (Mass Enroll and ad hoc learning assignments). When assigning the role, it will be assigned as Agency Learning Administrator - <Agency Name>.
Affiliation Manager	Access to view and manage Extended Enterprise Learners in their assigned Affiliation. Access to Extended Enterprise learning enrollment.
Candidate Pool Manager	Assigns the ownership of a candidate pool — shared or private pools all have a pool manager.
Extended Enterprise Administrator	Create and work with extended enterprise (external) learning users and affiliations.
HR Analyst - Agency	View only access to employee and contingent workers data. Role is assigned at the agency supervisory organization level. Assigning the Role will allow the worker to view organization worker data. (These roles are assigned at the State of Nebraska level rather than agency for State Auditors).
HR Review - Agency	Similar to HR Analyst; HR Review does not grant access to view worker's benefits data. View only access to employee and contingent workers HR data. Role is assigned at the agency supervisory organization level. Assigning the Role will allow the worker to view organization worker data, but no benefit data. (These roles are assigned at the State of Nebraska level rather than agency for State Auditors).
HR Partner - Agency	Maintain employee and contingent workers data. Including maintenance to worker positions, compensation, benefits, etc.. Role is assigned at the agency supervisory organization level. Assigning the Role will allow the worker to view organization worker data.
Learning Reporting	Grants access to reporting on Learning done by employees and basic employee data (such as job, position, service dates, and supervisory info); it does not include access to demographics or salary information. This role is assigned at the agency supervisory organization level.
Manager	Manager access to supervised worker's information. The Manager Role is assigned by the Agency HR Partner.
Recruiter	Identifies recruiters on the sup org for each agency (should be assigned along with the Primary Recruiter Role).
Report Writer	Access to create Custom Reports within the Employee Work Center. These requests are to be sent to the LINK helpdesk for approval rather than to NIS Security.
Security Partner	Access to assist workers with password reset, change Usernames (User ID) and enable/disable the User Name. This role should be appointed by the Agency Director (or her/his designee) for the agency.
SOS Position Requester	Assigned to recruiters in the agencies to allow them to request an SOS Position in the SOS Temp Sup Org.
State Recruiting	Similar to Recruiter but used ONLY for the central DAS Talent Acquisition Team. Completes the initial review of all applicants including duplicate management.
Succession Partner	Manages Succession Plans and assesses potential.
Talent Partner	Agency resource who can start Performance Reviews and Performance Improvement Plans (in addition to Managers); and Manage Mentorships.