

Manager- HR Contact Initiated BPs



Workday Business Processes / HR Contact Initiation		
Business Process	Functional Area	Initiating Security Roles
Absence Calendar	Time Off and Leave	<ul style="list-style-type: none"> Absence Partner Employee As Self HR Contact HR Partner Manager
Add Additional Job	Staffing	<ul style="list-style-type: none"> HR Contact HR Partner Management Chain Manager
Assign Costing Allocation	Core Payroll Payroll Interface	<ul style="list-style-type: none"> HR Contact HR Partner Initiator INT087_FAMIS_Payroll_Accounts_Data_SI_Inbound_User_Group Manager Payroll Administrator Payroll Partner
Assign Roles	Organizations and Roles	<ul style="list-style-type: none"> HR Contact HR Partner INT087_FAMIS_Payroll_Accounts_Data_SI_Inbound_User_Group Organization Partner Recruiting Administrator Security Administrator
Change Default Compensation	Core Compensation	<ul style="list-style-type: none"> HR Contact HR Partner Initiator Manager

Workday Business Processes / HR Contact Initiation		
Business Process	Functional Area	Initiating Security Roles
Change Emergency Contacts	Contact Information	<ul style="list-style-type: none"> • Benefits Partner • Contingent Worker As Self • Employee As Self • Faculty Partner • Graduate Studies Partner • HR Administrator • HR Contact • HR Partner • Pre-Contingent Worker as Self • Pre-Employee as Self • Retiree Partner • Workers' Compensation Partner
Change Job	Staffing	<ul style="list-style-type: none"> • HR Contact • HR Partner • Management Chain • Manager
Change Organization Assignments for Worker	Organizations and Roles	<ul style="list-style-type: none"> • Benefits Partner • HR Contact • HR Partner • Initiator • INT087_FAMIS_Payroll_Accounts_Data_SI_Inbound_User_Group • Manager • Retiree Partner • System Benefits Support
Close Position	Staffing	<ul style="list-style-type: none"> • Department Head • HR Contact • HR Partner • Management Chain • Manager

Workday Business Processes / HR Contact Initiation		
Business Process	Functional Area	Initiating Security Roles
Complete Form I-9 Section 3	Personal Data	<ul style="list-style-type: none"> • HR Contact • HR Partner • I-9 Processor
Contact Change	Contact Information	<ul style="list-style-type: none"> • Benefits Partner • Contingent Worker As Self • Employee As Self • HR Contact • HR Partner • Implementers • Pre-Contingent Worker as Self • Pre-Employee as Self • Retiree As Self • Retiree Partner • System Benefits Support • Terminee As Self
Contact Change for Board of Regents	Contact Information	<ul style="list-style-type: none"> • Benefits Partner • Contingent Worker As Self • Employee As Self • HR Contact • HR Partner • Implementers • Pre-Contingent Worker as Self • Pre-Employee as Self • Retiree As Self • Retiree Partner • System Benefits Support • Terminee As Self

Workday Business Processes / HR Contact Initiation		
Business Process	Functional Area	Initiating Security Roles
Contract Contingent Worker	Staffing	<ul style="list-style-type: none"> • HR Contact • HR Partner • Management Chain • Manager
Correct Time Off	Time Off and Leave	<ul style="list-style-type: none"> • Absence Administrator • Absence Partner • Employee As Self • HR Contact • HR Partner • Manager
Create Position	Staffing	<ul style="list-style-type: none"> • Department Head • HR Contact • HR Partner • Management Chain • Manager

Workday Business Processes / HR Contact Initiation

Business Process	Functional Area	Initiating Security Roles
Delegate Task	System	<ul style="list-style-type: none"> Absence Administrator Absence Partner Benefits Administrator Benefits Partner Budget Partner Business Process Administrator Compensation Partner Department Head Employee As Self Executive Approver Faculty Partner Graduate Studies Partner HR Administrator HR Contact HR Partner Manager Payroll Administrator Payroll Partner Recruiting Coordinator Recruiting Partner Research Partner Safety Administrator Safety Partner Sponsored Research Services System Benefits Support Talent Administrator Talent Analyst Timekeeper Time Tracking Administrator

Workday Business Processes / HR Contact Initiation		
Business Process	Functional Area	Initiating Security Roles
Edit Other IDs	Personal Data	<ul style="list-style-type: none"> • Absence Partner • Benefits Partner • Contingent Worker As Self • Employee As Self • Faculty Partner • Graduate Studies Partner • HR Contact • HR Partner • INT095 - TRS Years of Service Response - SI - Inbound - User Group • INT118 - Maestro Data Inbound - User Group • INT160-Initial Values for Benefit Eligible-User Group • Payroll Partner • Retiree Partner • System Benefits Support • Timekeeper
Edit Position Restrictions	Staffing	<ul style="list-style-type: none"> • Department Head • HR Contact • HR Partner • Implementers • Management Chain • Manager
Edit Worker Additional Data Event	Staffing	<ul style="list-style-type: none"> • Benefits Partner • Employee As Self • HR Contact • Payroll Administrator • Payroll Partner • Pre-Employee as Self • Retiree Partner • System Benefits Support

Workday Business Processes / HR Contact Initiation		
Business Process	Functional Area	Initiating Security Roles
End Additional Job	Staffing	<ul style="list-style-type: none"> • HR Contact • HR Partner • Management Chain • Manager
End Contingent Worker Contract	Staffing	<ul style="list-style-type: none"> • HR Contact • HR Partner • Management Chain • Manager
Freeze Position	Staffing	<ul style="list-style-type: none"> • HR Contact • HR Partner • Management Chain • Manager
Hire	Staffing	<ul style="list-style-type: none"> • Benefits Partner • HR Contact • HR Partner • Management Chain • Manager • Retiree Partner • System Benefits Support
Hire for System Benefits Administration	Staffing	<ul style="list-style-type: none"> • Benefits Partner • HR Contact • HR Partner • Management Chain • Manager • Retiree Partner • System Benefits Support
Move to New Manager	Staffing	<ul style="list-style-type: none"> • HR Contact • HR Partner • Management Chain • Manager

Workday Business Processes / HR Contact Initiation		
Business Process	Functional Area	Initiating Security Roles
Move Worker (Supervisory)	Staffing	<ul style="list-style-type: none"> • HR Administrator • HR Contact • HR Partner • Management Chain • Manager
Move Workers (Supervisory)	Staffing	<ul style="list-style-type: none"> • HR Administrator • HR Contact • HR Partner
Personal Information Change	Personal Data	<ul style="list-style-type: none"> • Benefits Partner • Contingent Worker As Self • Employee As Self • HR Contact • HR Partner • Pre-Contingent Worker as Self • Pre-Employee as Self • Retiree As Self • Retiree Partner • System Benefits Support • Terminée As Self
Propose Compensation Change	Core Compensation	<ul style="list-style-type: none"> • HR Contact • HR Partner • Management Chain • Manager
Propose Compensation Hire	Core Compensation	<ul style="list-style-type: none"> • HR Contact • HR Partner • Manager
Report Safety Incident	Safety Incident Tracking	<ul style="list-style-type: none"> • Employee As Self • HR Contact • HR Partner • Manager • Safety Partner

Workday Business Processes / HR Contact Initiation		
Business Process	Functional Area	Initiating Security Roles
Request Compensation Change	Core Compensation	<ul style="list-style-type: none"> • Compensation Administrator • Compensation Partner • HR Contact • HR Partner • Management Chain • Manager
Request Delegation Change	System	<ul style="list-style-type: none"> • Absence Administrator • Absence Partner • Benefits Administrator • Benefits Partner • Budget Partner • Business Process Administrator • Department Head • Employee As Self • Executive Approver • Faculty Partner • Graduate Studies Partner • HR Administrator • HR Contact • HR Partner • Manager • Payroll Administrator • Payroll Partner • Recruiting Partner • Research Partner • Safety Partner • Sponsored Research Services • System Benefits Support • Talent Administrator • Timekeeper • Time Tracking Administrator

Workday Business Processes / HR Contact Initiation		
Business Process	Functional Area	Initiating Security Roles
Request Leave of Absence (Default Definition)	Time Off and Leave	<ul style="list-style-type: none"> • Absence Administrator • Absence Partner • Employee As Self • HR Contact • HR Partner • Manager
Request One-Time Payment (Default Definition)	Core Compensation	<ul style="list-style-type: none"> • Absence Partner • Compensation Partner • HR Contact • HR Partner • Management Chain • Manager
Request Return from Leave of Absence	Time Off and Leave	<ul style="list-style-type: none"> • Absence Administrator • Absence Partner • Employee As Self • HR Contact • HR Partner • Manager
Request Time Off	Time Off and Leave	<ul style="list-style-type: none"> • Absence Administrator • Absence Partner • Employee As Self • HR Contact • HR Partner • Manager
Service Dates Change	Staffing	<ul style="list-style-type: none"> • Absence Partner • HR Contact • HR Partner
Switch Primary Job	Staffing	<ul style="list-style-type: none"> • HR Contact • HR Partner • Management Chain • Manager

Workday Business Processes / HR Contact Initiation

Business Process	Functional Area	Initiating Security Roles
Termination	Staffing	<ul style="list-style-type: none"> Benefits Partner HR Contact HR Partner Management Chain Manager Retiree Partner System Benefits Support
Termination for System Benefits Administration	Staffing	<ul style="list-style-type: none"> Benefits Partner HR Contact HR Partner Management Chain Manager Retiree Partner System Benefits Support
Title Change	Staffing	<ul style="list-style-type: none"> Contingent Worker As Self Employee As Self Faculty Partner HR Contact HR Partner Management Chain Manager