

# Manager- HR Contact Initiated BPs



Workday Business Processes / Manager Initiation		
Business Process	Functional Area	Initiating Security Roles
Absence Calendar	Time Off and Leave	<ul style="list-style-type: none"> <li>• Absence Partner</li> <li>• Employee As Self</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Manager</li> </ul>
Add Additional Job	Staffing	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
Assign Costing Allocation	Core Payroll Payroll Interface	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Initiator</li> <li>• INT087_FAMIS_Payroll_Accounts_Data_SI_Inbound_User_Group</li> <li>• Manager</li> <li>• Payroll Administrator</li> <li>• Payroll Partner</li> </ul>
Assign Work Schedule	Time Off and Leave Time Tracking	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Timekeeper</li> <li>• Time Tracking Administrator</li> </ul>
Cascade Goals	Performance and Goals	<ul style="list-style-type: none"> <li>• Manager</li> <li>• Manager's Manager</li> <li>• Talent Analyst</li> </ul>
Change Default Compensation	Core Compensation	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Initiator</li> <li>• Manager</li> </ul>

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Business Process	Functional Area	Initiating Security Roles
Change Job	Staffing	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
Change Organization Assignments for Worker	Organizations and Roles	<ul style="list-style-type: none"> <li>• Benefits Partner</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Initiator</li> <li>• INT087_FAMIS_Payroll_Accounts_Data_SI_Inbound_User_Group</li> <li>• Manager</li> <li>• Retiree Partner</li> <li>• System Benefits Support</li> </ul>
Change Organization Assignments for Workers by Organization (Default Definition)	Organizations and Roles	<ul style="list-style-type: none"> <li>• HR Administrator</li> <li>• HR Partner</li> <li>• Manager</li> </ul>
Close Evergreen Requisition	Recruiting	<ul style="list-style-type: none"> <li>• Manager</li> <li>• Recruiting Coordinator</li> <li>• Recruiting Partner</li> </ul>
Close Job Requisition	Pre-Hire Process	<ul style="list-style-type: none"> <li>• Manager</li> <li>• Recruiting Administrator</li> <li>• Recruiting Coordinator</li> <li>• Recruiting Partner</li> </ul>
Contract Contingent Worker	Staffing	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
Correct Time Off	Time Off and Leave	<ul style="list-style-type: none"> <li>• Absence Administrator</li> <li>• Absence Partner</li> <li>• Employee As Self</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Manager</li> </ul>

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

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Business Process	Functional Area	Initiating Security Roles
Edit Position Restrictions	Staffing	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Implementers</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
End Additional Job	Staffing	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
End Contingent Worker Contract	Staffing	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
Enter Time	Time Tracking	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Payroll Partner</li> <li>• Timekeeper</li> </ul>
Freeze Job Requisition	Pre-Hire Process	<ul style="list-style-type: none"> <li>• Manager</li> <li>• Recruiting Administrator</li> <li>• Recruiting Coordinator</li> <li>• Recruiting Partner</li> </ul>
Freeze Position	Staffing	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
Get Feedback on Worker	Talent Core	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Talent Partner</li> </ul>

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Business Process	Functional Area	Initiating Security Roles
Hire	Staffing	<ul style="list-style-type: none"> <li>• Benefits Partner</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> <li>• Retiree Partner</li> <li>• System Benefits Support</li> </ul>
Hire for System Benefits Administration	Staffing	<ul style="list-style-type: none"> <li>• Benefits Partner</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Manager</li> <li>• Retiree Partner</li> <li>• System Benefits Support</li> </ul>
Job Requisition	Pre-Hire Process	<ul style="list-style-type: none"> <li>• HR Partner</li> <li>• Manager</li> <li>• Recruiting Administrator</li> <li>• Recruiting Coordinator</li> <li>• Recruiting Partner</li> </ul>
Manage Awards and Activities	Talent Core	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Talent Administrator</li> <li>• Talent Partner</li> </ul>
Manage Certifications	Talent Core	<ul style="list-style-type: none"> <li>• Absence Partner</li> <li>• Employee As Self</li> <li>• Manager</li> <li>• Talent Administrator</li> <li>• Talent Analyst</li> <li>• Talent Partner</li> </ul>

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Business Process	Functional Area	Initiating Security Roles
Manage Education	Talent Core	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Talent Administrator</li> <li>• Talent Partner</li> </ul>
Manage Goals	Performance and Goals	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Manager's Manager</li> <li>• Talent Administrator</li> <li>• Talent Analyst</li> </ul>
Manage Internal Projects	Talent Core	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Talent Administrator</li> <li>• Talent Partner</li> </ul>
Manage Job History	Talent Core	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Talent Administrator</li> <li>• Talent Partner</li> </ul>
Manage Languages	Talent Core	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Talent Administrator</li> <li>• Talent Partner</li> </ul>
Manage Professional Affiliations	Talent Core	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Recruiting Partner</li> <li>• Talent Administrator</li> <li>• Talent Partner</li> </ul>
Manage Publications	Talent Core	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Talent Analyst</li> </ul>

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Business Process	Functional Area	Initiating Security Roles
Manage Work Experience	Talent Core	<ul style="list-style-type: none"> <li>• Employee As Self</li> <li>• Manager</li> <li>• Talent Administrator</li> <li>• Talent Partner</li> </ul>
Move to New Manager	Staffing	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
Move Worker (Supervisory)	Staffing	<ul style="list-style-type: none"> <li>• HR Administrator</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
Offer	Recruiting	<ul style="list-style-type: none"> <li>• Initiator</li> <li>• Manager</li> <li>• Recruiting Coordinator</li> <li>• Recruiting Partner</li> </ul>
Photo Change	Personal Data	<ul style="list-style-type: none"> <li>• Contingent Worker As Self</li> <li>• Employee As Self</li> <li>• HR Partner</li> <li>• Manager</li> <li>• Pre-Contingent Worker as Self</li> <li>• Pre-Employee as Self</li> <li>• Retiree As Self</li> </ul>
Propose Compensation Change	Core Compensation	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
Propose Compensation Hire	Core Compensation	<ul style="list-style-type: none"> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Manager</li> </ul>

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



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Business Process	Functional Area	Initiating Security Roles
Request Leave of Absence	Time Off and Leave	<ul style="list-style-type: none"> <li>• Absence Administrator</li> <li>• Absence Partner</li> <li>• Employee As Self</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Manager</li> </ul>
Request One-Time Payment	Core Compensation	<ul style="list-style-type: none"> <li>• Absence Partner</li> <li>• Compensation Partner</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Management Chain</li> <li>• Manager</li> </ul>
Request Return from Leave of Absence	Time Off and Leave	<ul style="list-style-type: none"> <li>• Absence Administrator</li> <li>• Absence Partner</li> <li>• Employee As Self</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Manager</li> </ul>
Request Time Off	Time Off and Leave	<ul style="list-style-type: none"> <li>• Absence Administrator</li> <li>• Absence Partner</li> <li>• Employee As Self</li> <li>• HR Contact</li> <li>• HR Partner</li> <li>• Manager</li> </ul>
Requisition Compensation	Core Compensation	<ul style="list-style-type: none"> <li>• Compensation Partner</li> <li>• HR Partner</li> <li>• Initiator</li> <li>• Manager</li> <li>• Recruiting Coordinator</li> <li>• Recruiting Partner</li> </ul>

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