

WORKDAY QUICK GUIDE

How to View Support Roles

Many unit/department administrators hold Workday Security Roles (or "support roles") which allow them to assist employees in specific ways.

I-9 Coordinator

Helps employees fill out and submit the federal employment eligibility form I-9 in a timely manner.

Time and Absence Initiate

Enters/corrects time entries and absences, and assigns work schedules on behalf of employees.

The two roles employees contact the most tend to be the I-9 Coordinator and the Time and Absence Initiate.

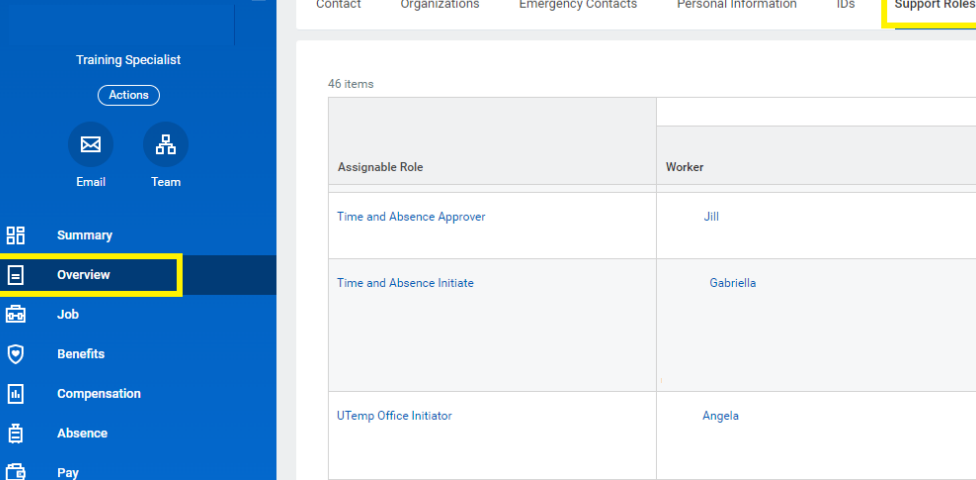
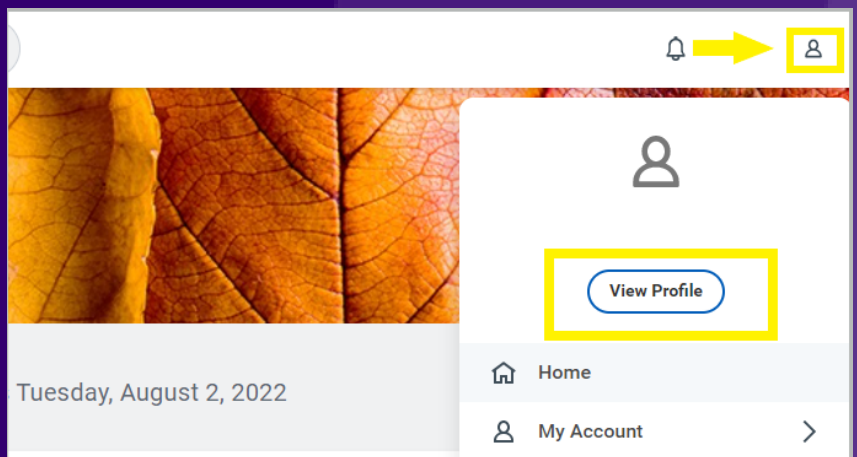
For a detailed description of each support role, [visit the ISC website](#)

1. LOGIN

Sign in to Workday from the link at the top right of [the ISC website](#).

2. PROFILE

In the upper right of Workday, select the **Profile** icon, then the **View Profile** button.



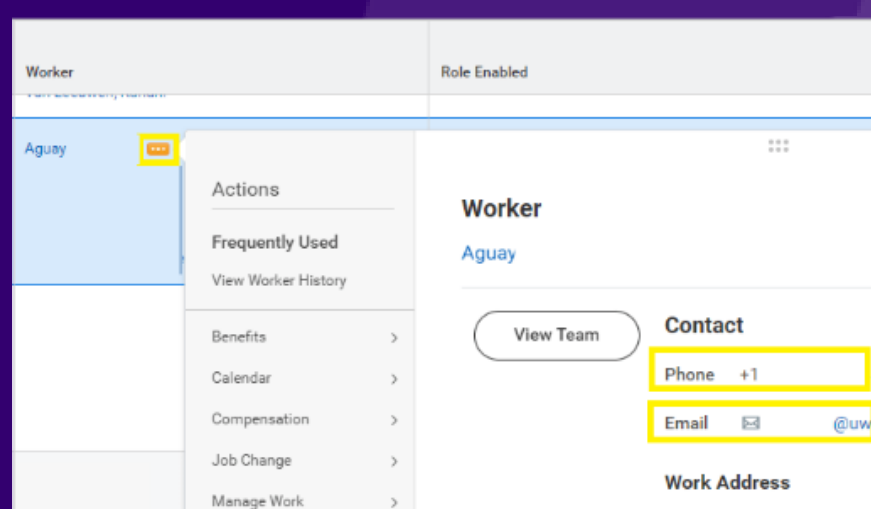
3. OVERVIEW

To the left-hand side, select **Overview**. Then, at the top of the page, select the **Support Roles** tab.

4. SUPPORT ROLES

Scroll through the **Assignable Roles** column until the desired role is found. The **Worker** column will include the name of the person with the assigned role.

Assignable Role	Worker
Time and Absence Approver	Jill
Time and Absence Initiate	Aguay Marco Rene
UTemp Office Initiator	Angela
UTemp Office Partner	Will Heather



5. CONTACT

Select the **ellipsis** (three dots) icon next to the Worker name. This will open a window with their contact information.