

Workday Manager Structure

For conversion of data into Workday, **every employee must have an assigned manager**. Managers have the *decision making authority, accountability and responsibility for staffing and employment events* for workers within their Supervisory Organization.

Current Systems	Workday
What a Standard Approver Manager can DO: <ul style="list-style-type: none"> • Submit/Approve time* • Approve Leave • Receive TrainTraq Notifications (only if designated as Primary) 	What a Manager can DO: <ul style="list-style-type: none"> • Create Position • Hire • Change Job • Propose Employee Merit Award • Request One-Time Payment • Start Performance Review • Request Time Off and Request Leave of Absence • Termination • Freeze/Unfreeze Job Requisition • Screen Job Candidates <p><i>*This is not a complete list of Workday options</i></p>
What a Standard Approver Manager can SEE: <ul style="list-style-type: none"> • Business Title* • Job Details* • Hire Dates* • Salary* • Time Off Balance • Time Off Requests <p><i>*Also applies to TimeTraq Approval Managers</i></p>	What a Manager can SEE: <ul style="list-style-type: none"> • Position Title, Business Title • Job Details • Hire Dates • Worker History • Manager History • Salary, Allowances • Pay Change History • Education, Licenses, Certifications • Time Off Balance • Time Off Requests <p><i>*This is not a complete list of Workday options</i></p>

The individual indicated as **Primary Manager** for each of an employee's PINs (if an employee has more than one position) will be converted into Workday as their **Workday Manager**. The **Primary Manager in SSO** should be maintained to reflect the **desired employee manager in Workday**.

SSO MANAGER STRUCTURE

Application Structure	Manager Type	Actions
Standard	Approval	Approves LeaveTraq and TimeTraq documents
	Reader	Can view LeaveTraq and TimeTraq documents
	Information Email	Notification sent when LeaveTraq document is submitted
TimeTraq	Approval	Overrides standard structure for timesheet approvals
Time & Effort	Approval	Overrides standard structure for certification of documents

Organizational Manager vs. Approval Manager

In situations where document approvals are performed by someone other than the **primary manager**, two manager designations are needed.

For the first manager designation, set the Manager Type of "*Approval*" on the individual that is to handle the approval of leave requests and timesheets.

For the second manager designation, set the Manager Type of "*Reader*" and the Primary Manger indicator on the individual who will be the Workday Manager.

Example:

TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON

HELP Employee Dept Admin

Status Admins/Menus Employee Log

Managers for the selected employee

Select Employee
[Add Manager](#)

Managers for UIN: 713008257 (White, Snow A)

Show only Active Pins

Position Number : M70001 - Equipment Man
Adloc : 02237237 - Gold Mine

	Application	Manager	Manager Uin	Manager Type	Primary Manager
Edit	Standard	Dwarf , Sneezy A	117005940	Approval	
Edit	Standard	Bunny , Bugs A	217003777	Reader	✓