

Workday and You

Workday uses employee assigned **Security Roles** so that job responsibilities are clear and effective. Security Roles determine **what you can see and do** in Workday.

Security Roles **are not job titles**.

Faculty, Staff and Student Workers

Employee as Self, Retiree as Self	Everyone who receives a paycheck or benefits from the A&M System is considered an Employee or a Retiree in Workday. You can view and manage your benefits, pay slips and personal information. Employees can enter time and request time off, update their direct deposit elections or beneficiaries.
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Managers

Manager	Managers can see information about employees who report to them, and are involved in many HR, and payroll processes their employees need like hiring, time, time off and performance reviews.
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HR, Payroll and Benefits Partners

Absence Partner	Absence Partners focus on absence business processes and can approve time off and leave processes, adjust accruals and time off, and run reports about employees on leave.
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Benefits Partner	Benefit Partners focus on all benefits management business processes.
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Compensation Partner	Compensation Partners focus on business processes linked to compensation plans, packages, and salary ranges.
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Faculty Partner	Faculty Partners support staffing and compensation business processes for Faculty members.
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Graduate Studies Partner	Graduate Studies Partners support staffing and compensation business processes for Graduate Assistants.
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HR Partner	HR Partners focus on core HR, staffing and compensation business processes.
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Payroll Partner	Payroll Partners focus on all payroll business processes.
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Recruiting Partner	Recruiting Partners focus on all recruiting business processes.
Retiree Partner	Retiree Partners are the HR link between retirees and the A&M System.
Safety Partner	Safety Partners use Workday to submit, view and track safety incidents.
Talent Partner	Talent Partners focus on all talent business processes.
Workers' Compensation Partner	Workers' Compensation Partners view and receive notifications on safety incidents.
HR Support	
HR Contact	HR Contacts manage many HR processes at the department level. These include hiring and onboarding business processes, job and compensation changes and terminations.
I-9 Processor	I-9 Processors review and amend Form I-9s.
Recruiting Coordinator	Recruiting Coordinators focus on recruiting business processes at the department level.
Talent Analyst	Talent Analysts support talent business processes at the department level.
Timekeeper	Timekeepers support Employees and Managers by entering and submitting time on behalf of the Employee and approving timesheets on behalf of Managers.

Please check back – we'll update you as we know more about how Workday will impact your day-to-day activities and we'll let you know what you will be able to see and do in Workday.