

August 2021

The journey to Workday HR continues as the implementation team works to apply best practices and leverage Workday workflows. This Change Ambassador Network (CAN) communication introduces you to specific themes/areas reviewed this month by the Change Ambassadors. Feedback throughout the Workday HR development process is critical so please let us know what you think. Visit the [Workday @UofL website](#) for additional information.

Security Roles

Workday Security is advanced enough to keep your data secure but easy set up. Delegations ensure access is covered in the event a user is out of the office and unable to perform a task.

1. **Security Roles:** With Configurable Security, you can define what a user can see and do in Workday. The Security Role assignments control who reviews and approves transactions in Workday too.
2. **Role Safety Net:** Workday makes role maintenance easy by granting access to all subordinate organizations via inheritance and by assigning roles to a position instead of an individual.
3. **Security on Positions:** As mentioned in the above bullet point, security resides on a position in most instances, rather than on a person. This makes setting security for a new staff or faculty member much quicker and more consistent.
4. **Access:** LFOs will validate and continue to approve security role assignments for users in Workday.
5. **Delegations:** Managing Delegations is straightforward in Workday. With different delegation types, you can reassign your business process actions to another user without removing ownership while maintaining a clean audit trail.