

POSITION CHANGES & ROLE ASSIGNMENTS

Workday Security

May 2025



REMEMBER THIS!

Roles in Workday are assigned to
positions and not to people!

SUBMISSION TYPES

System Access Request

- Employee has changed managers
- Employee is changing areas
- i.e., a Finance Generalist in Engineering takes a position in Arts & Sciences
- Employee has new responsibilities
- Ongoing access needs

Ask Finance (Salesforce) Case

Employee is changing positions and will have the *same manager* and the *same responsibilities*. The manager must confirm this in writing.

- Temp → Perm
- Analyst → Senior Analyst promotion

*Please include both the inbound & outbound position numbers in your request.

SUBMISSION TYPES

System Access Request

Ask Finance (Salesforce) Case

- Employee must be in the new position for the request to be applied correctly
- Submit access request starting on the **first** day of the new position
- SARs cannot be submitted for empty positions
- This can be submitted ahead of time
- The job change must be on the employee's profile
- User has completed all training in the past + training team confirmation

WHERE CAN I GET A LIST OF AN EMPLOYEE'S ROLES?

Refer to the “[Workday Security Roles](#)” report in UBI. This is updated daily.

Qlik

Insight Advisor

Analyze Sheet

Narrate Storytelling

Full Name Amanda Rose Meares

Workday Security Roles

Ask Insight Advisor

Bookmarks

Sheets

Duplicate

Workday Employee Security Roles with emails

Employee/Worker

Full Name	Employee ID	Work Email	Is Active	Job Posting Title
Amanda Rose Meares	[REDACTED]	j13lu@virginia.edu	YES	Finance Manager-F076

Employee Cost Center Hierarchy

Primary Cost Center ID	Primary Cost Center	Primary President Level	Primary Exec VP Level	Primary VP/MBU Level	Primary Division Level	Primary Department Level	Primary Sub-department Level
CC0474	CC0474 FI-ANP Operations	CH70001 President	CH60001 CO-EVP-COO	CH40010 FI-UM/Finance	CH30041 FI-ANP Operations	CH20120 FI-ANP Operations	CH10148 FI-ANP Operations

Workday Security Roles Assigned

Email Included

Full Name	Work Email	Role	Assigned Organizations	Role Name
Amanda Rose Meares	j13lu@virginia.edu	Procurement Shopper	The Rector & Visitors of the University of Virginia	Procurement Shopper
Amanda Rose Meares	j13lu@virginia.edu	Accountant - Central_CFIN	All Companies	Accountant - Central_CFIN
Amanda Rose Meares	j13lu@virginia.edu	Accounts Payable Analyst	Academic Division	Accounts Payable Analyst
Amanda Rose Meares	j13lu@virginia.edu	Tax ID Masking	Academic Division	Tax ID Masking
Amanda Rose Meares	j13lu@virginia.edu	Finance Reporting Viewer	-	Finance Reporting Viewer

WHERE CAN I GET A LIST OF AN EMPLOYEE'S ROLES?

You may use any of the role reports within Workday that come up in your search.

implworkday.com/uva/cj/search.html?rq=role&state=searchCategory=task&20and%20Reports&reloadToken=4ba4747b645911e1a5197a438209b60d3221753a268a76477a55fa32d3872843

Sandbox - uva

On behalf of: Amanda Rose Meares

MENU

Home

Q role

Simplified Search is Disabled

Tasks and Reports

95

Tasks and Reports

28

Financial Accounting

21

Procurement

100

Grants

100

Recruiting

0

Endowments

8

Staffing

7

Tasks and Reports

[Role Assignment Snapshots for Role Assignee](#)

Report

View each organization **role** the specified worker has, all the organizations for which they have that **role**, and whether they fill that **role** by assignment or inheritance. Required prompt: Worker Optional prompt: none

[Role Assignments for Worker Position](#)

Report

View each organization **role** the specified worker has, all the organizations for which they have that **role**, and whether they fill that **role** by assignment or inheritance. Required prompt: Worker Optional prompt: none

[Roles for Organization and Subordinates](#)

Report

View the organization hierarchy of subordinate organizations. Enables you to click on an organization in the hierarchy to see all the organization **roles**, the worker in each, and whether they fill that **role** by assignment or inheritance. You can also access related actions for the organization, the owner, each **role**, and each worker in a **role**. Required prompt: Organization Optional prompt: none

RESOURCES & QUESTIONS

Please contact us via AskFinance@virginia.edu for any additional questions.

[FIN Roles Website](#)

[FIN Access QRG](#)

Thank you for your partnership! 😊