Request or Remove Workday Access

The role(s) needed to perform these tasks is / are:

- Employee

The design and appearance of Workday may be different than some of the visual components described within the job aid due to system updates.

Request or Remove Workday Access

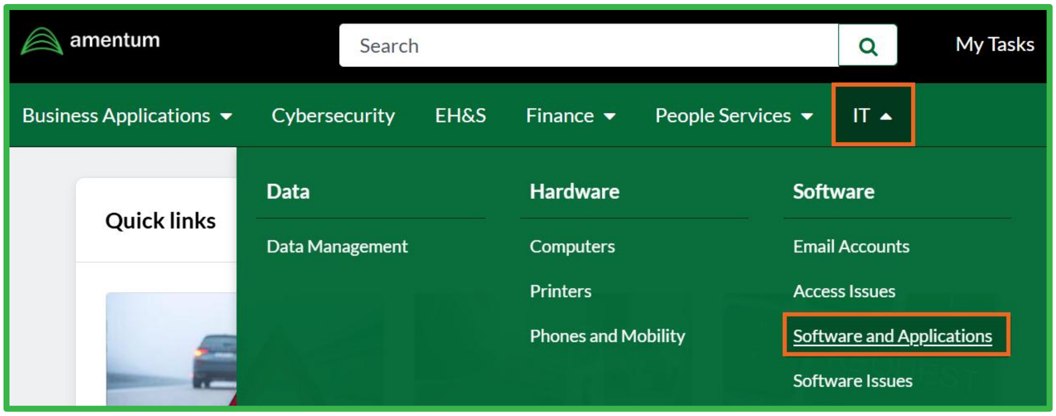
Request or Remove Workday Access through ServiceNow

All employees will automatically be granted employee self-service access in Workday upon being hired. If additional Workday access is needed to perform the duties of the employee's job or if Workday access needs to be removed, a request must be made through the ServiceNow portal. A description of access role types in Workday is located at the end of this document.

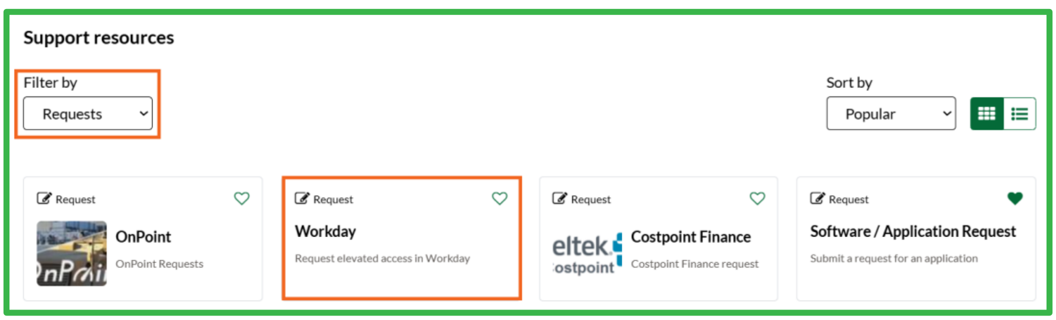
Workday Access Request or Removal

1. Log in to the ServiceNow portal. (https://amentum.servicenowservices.com)
2. From the links **navigation links**, select **IT**, and then choose **Software and Applications.**

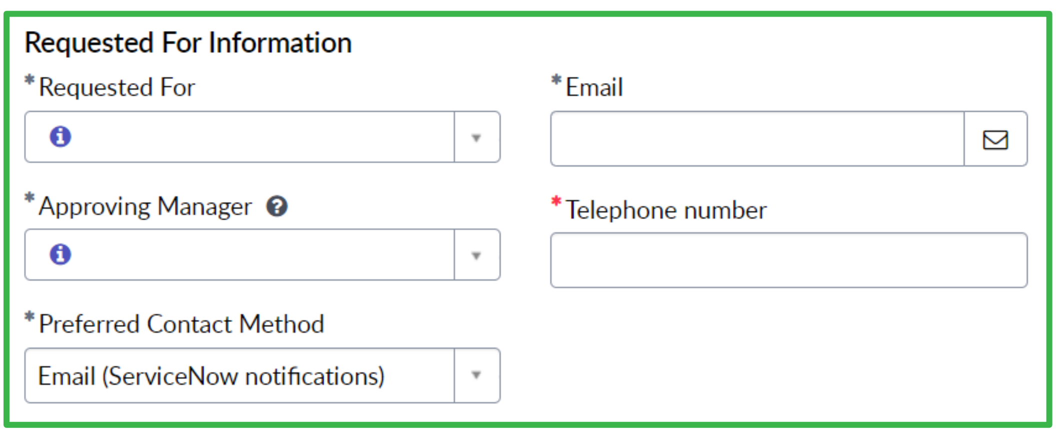
> Alternatively, you can also use the **Search Bar** to search for and select **Software and Applications.**



3. Under **Support Resources,** change the **Filter by** field to **Request** and then select **Workday.**

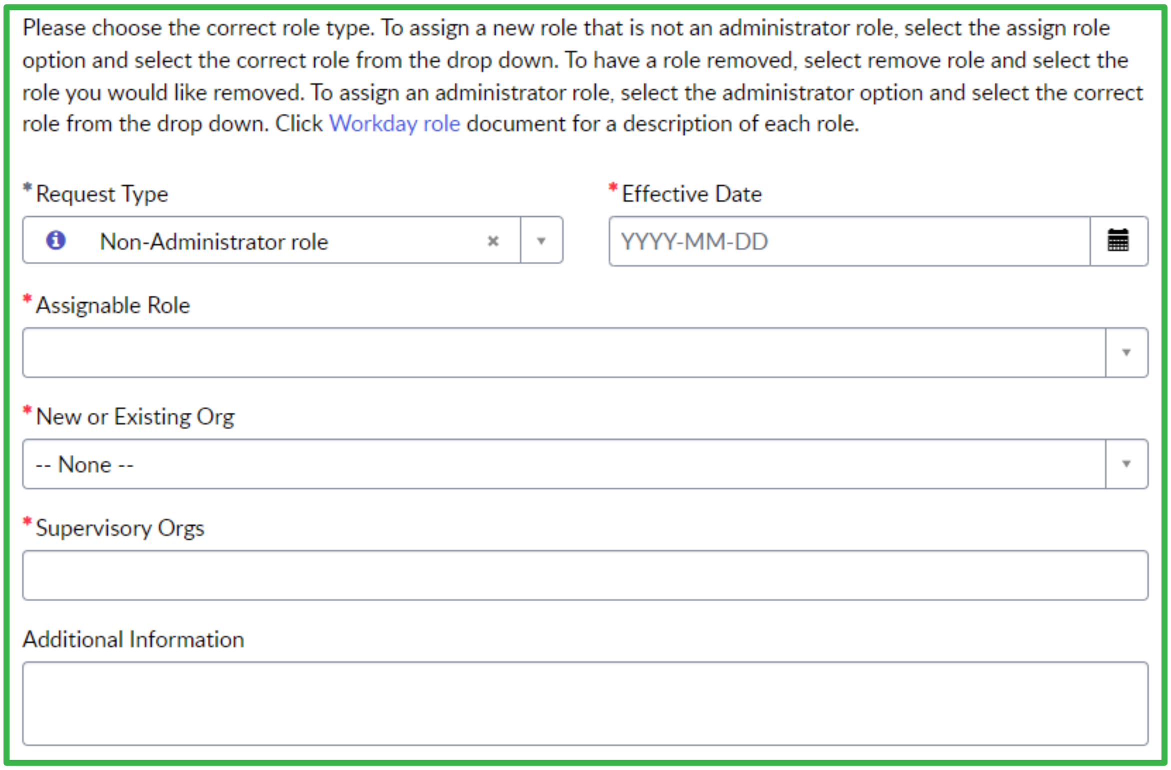


4. Compete the **Requested For Information** section. Most fields are auto populated.



5. Select the **drop down arrow** for the **Request Type** field and select **Administrator role**, **Non-Administrator role**, or **Remove User role.**

> Additional fields will populate based upon the selection in the **Request Type** field.



6. Select the access role you need to request or need to remove in the **Administrator Roles** or the **Assignable Role** field.

> Only ***one*** role can be selected at a time in the **Assignable Role** field. If multiple roles need to selected in the **Assignable Role** field, an additional ticket must be submitted per role type. ***Multiple*** roles can be selected at a time in the **Administrator Roles** field.

7. Enter the date you would the like the request to take place in the **Effective Date** field.
8. If you chose **Non-Administrator Role** in step 5, continue with the additional steps below. Otherwise, click the **Submit** button and skip ahead to Step 14.
9. Select the **drop down arrow** for the **New or Existing Og** field and select **New** if a new Supervisory Org needs to be created or select **Existing** if one already exists.
10. If **New** was selected from Step 9, complete the following. See **Step 11** if **Existing** was selected.
    a. Select an existing Supervisory Org to be the superior org in the **Supervisory Orgs** field.
    b. Enter the name of the new Supervisory Org in the following format in the **New Supervisory Org** field.
        i. Business Group, Business Line, Program, (Functional Area, if applicable), Manager's name
    c. Continue to Step 12.

11. If **Existing** was selected from Step 9, complete the following.
    a. Search for and select all Supervisory Orgs where access is needed in the **Supervisory Orgs** field. Multiple Supervisory Orgs can be searched for and selected.

> Access is granted to each manager's Supervisory Org that a user needs access to.

12. Additional information can be added in the **Additional Information** field.
13. Click **Submit**.
14. The ticket will now route to the **Approving Manager** identified in the **Requested For Information** section and then the HRIS Administrator for approval. After both approvals are received, access will be granted, and an email notification will be sent.

Access Role Types in Workday

Role Name	Role Description
Antarctic Finance Support	Grants access to specific reports for the Antarctic Support Contract only.
Benefits Partner	Grants access to view relevant employee data and reporting for Corporate Benefits Team only.
Budget Owner	Grants access for position creation notifications for budget owners.
Business Process Administrator	Grants access for workflow management in Workday. For Corporate HRIS only.
Business Unit President	Grants limited view of employee data and the ability to approve one time payments. For BG Presidents only.
Chief Human Resource Officer	Grants access for Chief Human Resources Officer only.
Compensation Administrator	Grants access for Compensation administration. For Corporate Compensation only.
Communications Partner	Grants access to view relevant employee data for MARCOM only.
Compensation Partner	Grants access to view relevant employee data and reporting for Compensation. Also grants access for required Corporate Compensation approvals. For Corporate Compensation only.
Ethics Officer	Grants access to view relevant employee data and reporting for Corporate Ethics and Legal only.

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Role Name	Role Description
Finance Partner	Grants access to view relevant employee data and reporting for Finance. For Finance only.
FSO Partner	Grants access to view relevant employee data and reporting. For Security only.
HR Analyst	Grants access to view relevant employee data and reporting for HR. Also grants access to approve employee photos. For HR only.
HR Administrator	Grants access for administration management in Workday. For Corporate HRIS only.
HR Business Partner	Grants access to view relevant candidate and employee data and reporting for HR. Also grants access to initiate personnel actions for employees. For HR only.
HR Executive	Grants access to view relevant candidate and employee data and reporting for HR and approve personnel actions requiring HR executive approval. For HR Directors only.
HR Manager	Grants access to view relevant candidate and employee data and reporting for HR. Also grants access to approve personnel actions for employees. For HR Managers only.
HR View Only	Grants access to view relevant candidate and employee data and reporting for HR. For HR only.
HRBP (COA)	Grants access to process standalone custom organization changes such as ones for financial Costpoint organization fields who do not have access as an HR Manager. For HR only.
ID Partner	Grants access to employees who need to process section 2 of an I-9 who do not already have the role of HR Business Partner.
Integrations Administrator	Grants access to integration management in Workday. For Corporate HRIS only.
Iraq Operations	Grants access to edit Iraq fields for tracking housing and site locations required for customer reporting. For Iraq Operations only.
IT Helpdesk Administrator	Grants access to manage IT related tasks for all employees. For Corporate IT Helpdesk only.

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Role Name	Role Description
ITCO	Grants access to view relevant candidate and employee data for ITCO. Also grants access to approve personnel actions for Offer and Hire for non-US citizens. For ITCO only.
LOB HRIS Administrator	Grants access to Program HRIS management in Workday. For HR Shared Services only.
Manager	Grants access to view relevant candidate and employee data and reporting for positions for which they are the immediate manager. Also grants access to approve personnel actions requiring a manager approval.
Payroll Partner	Grants access to view relevant employee data and reporting for Payroll. Also grants access to approve employee banking data. For Corporate Payroll only.
Recruiter	Grants access to view relevant candidate, requisition data, and reporting. Also grants access to initiate all recruiting actions. For Recruiters only.
Recruiting Coordinator	Grants access to view relevant candidate, requisition data and reporting. For Recruiting Coordinators only.
Recruiting Conflict of Interest	Grants access to view candidate questionnaires and notifications for the Conflict of Interest process. For CECO office only.
Talent Lead	Grants access to view relevant employee data and reporting for performance management. Also grants access to manage and view all aspects of the Corporate Annual Performance Evaluation process for employees. For Talent Leads only.