Workday Security Model

Security Groups – Core HCM

Security Group	Constraint	Target Assignees	Categorization	Description
HR Analyst	Supervisory	TBD	View-Only	View all HR setup and operational data for assigned organizations. No approval authority.
HR Country Support	Location	JC's HRIS Support Team	Partner	Perform HR management functions for assigned organizations. Examples include initiating certain transactions and viewing worker data.
HR Executive	Supervisory / Location	TBD	View-Only	View all HR operational data for assigned organizations. Approval authority for all HCM business processes.
HR Partner	Supervisory / Location	HR Business Partners	Partner	Perform HR management functions for assigned organizations. Examples include creating and approving new positions, job assignments, and managing the job profile framework. Approval authority for HCM business processes.
HR Specialist	Supervisory / Location	HR Support Team in Mexico	Partner	Perform HR management functions for assigned organizations and has access to initiate a subset of core HCM business processes.
HR Systems Operations Partner	Supervisory / Location	HRSS Team led by Catherine Swanson & JC's HRSS Team	Partner	Perform majority of HR transactions from a case perspective – including reorganizations, acquisitions, larger scale redeployments, and more. Also includes access to all our core EIB integrations.
HR View	Location	HR Partners	View-Only	Provides view-only access to HR data and excludes access to HR and the c-suite. This role will be provided on top of all HR Partner assignments.
HR Executive View	Location	Various HR Team Members	View-Only	Provides view-only access to HR data and excludes access to only the c-suite. This role will be provided to a subset of HR.
HR Auditor	User-based	Compliance	Auditor	Provides audit access to HR data and activity.
HR Administrator	User-based	Workday Solutions Team	Administrator	Provides access to view all HR data, as well as configure the HCM and related areas of the Workday system. Represents our Product Owner population.
HR Coordinator	Role Based	HR Coordinators in Ops and Manufacturing	Partner	Provides limited access to initiate corrective actions, terminations, and contract / end contingent worker contracts.

Security Groups – Compensation

Security Group	Constraint	Target Assignees	Categorization	Description
Compensation Partner	Supervisory / Location	Compensation Consultants	Partner	Perform compensation management functions for assigned organizations. Examples include approving worker compensation plans, packages, and salary ranges. Approval authority for compensation and staffing business processes.
Executive Compensation Partner	Supervisory	Executive Compensation Team	Partner	Perform compensation management functions for assigned organizations. Examples include approving and executing executive compensation changes.
Sales Compensation Partner	Custom Organization	Sales Compensation Team	Partner	Perform compensation management functions for assigned organizations. Examples include approving and executing sales compensation changes.
Compensation Administrator	User-based	Workday Solutions Team	Administrator	Unconstrained access to create and maintain all compliance setup data. Examples include maintaining veteran forms and creating and assigning establishments. No approval authority.
Sales Compensation Manager	Custom Organization	Sales Compensation Management Team	Partner	Can approve sales compensation related changes.

Security Groups – Benefits

Security Group	Constraint	Target Assignees	Categorization	Description
Benefits Partner	Pay Group	Benefit Analysts	Partner	Provided to benefit analysts – allows them to view and edit payroll inputs, recalculate individual worker payroll results, view payroll configuration, administer the 401(k)-deferral process and launch several benefit related integrations ad-hoc.
Benefits View-Only	Location	All Benefits Team	View-Only	Provides access to view benefit-related worker data for the countries that they support.
Benefits Administrator	User-based	Workday Solutions Team	Administrator	Administrator access to configure benefits in Workday – which include the 401(k) deferral process.

Security Groups – Absence and Time Tracking

Security Group	Constraint	Target Assignees	Categorization	Description
Absence Partner	Supervisory / Location	Leave Administration team in Benefits		Provides access to manage workers on LOA – including putting workers on and returning workers from a LOA. Also included in the termination business process for approvals when separating someone from the company that is on a leave.
Absence Administrator	User-based	Workday Solutions team	Administrator	Access to configure the absence plans in Workday – which act as a shell to consume data from UKG. Also provides access to configure the in-scope leaves of absence for Workday.

Security Groups – Talent

Security Group	Constraint	Target Assignees	Categorization	Description
Talent Partner	Supervisory / Location	Talent Management Team	Partner	Provides access to launch calibration, complete performance reviews, and update worker data ad-hoc such as goal and feedback management.
Succession Partner	Supervisory / Location	HR Executives	Partner	Access to view and update succession pools.
Talent Administrator	User-based	Workday Solutions Team	Administrator	Access to view worker data and configure the talent management module within Workday.

Security Groups – Recruiting

Security Group	Constraint	Target Assignees	Categorization	Description
Campus Recruiting Manager	Supervisory / Location	TBD	Partner	Perform recruiting functions for assigned organizations. Examples include creating, qualifying, and evaluating applicants for jobs and positions. Provides approval authority for campus recruiting job requisitions.
Recruiter	Supervisory / Location	Recruiters throughout the business	Partner	Perform recruiting functions for assigned organizations. Examples include creating, qualifying, and evaluating applicants for jobs and positions. No approval authority.
Recruiting Analyst	Supervisory / Location	TBD	View-Only	View all recruiting setup and operational data for assigned organizations. No approval authority.
Recruiting Coordinator	Supervisory / Location	TBD	Partner	Pared down version of recruiter – can initiate certain recruiting business processes such as hire and no show and view recruiting data.
Recruiting Manager	Supervisory / Location	Recruiting leads throughout the business.	Partner	Perform recruiting functions for assigned organizations. Examples include creating, qualifying, and evaluating applicants for jobs and positions. Provides approval authority for non-campus job requisitions.
Recruiting Sourcer	Supervisory / Location	TBD	Partner	Can create candidate pools and manage candidates as a part of the recruiting process.
Primary Recruiter	Job Requisition	Recruiters	Partner	Primary Recruiter that is assigned to the job requisition and ultimately responsible for the management and execution of the job req.
Primary Recruiting Coordinator	Job Requisition	TBD		Pared down version of primary recruiter – can initiate certain recruiting business processes such as hire and no show and view recruiting data.
Recruiting Administrator	User-based	Workday Solutions Team	Administrator	Unconstrained access to create and maintain all recruiting setup data. Examples include career sites, recruiting agencies, and job application and posting templates. Approval authority for pre-hire and recruiting business processes. Assign recruiting roles.

Security Groups – Learning

Security Group	Constraint	Target Assignees	Categorization	Description
Training Coordinator	Unconstrained	TBD	Partner	Access to manage learning setup and configuration for subset of the population – either location or business unit as well as enroll individuals in different courses.
Training Partner	Unconstrained	TBD	Partner	Access to manage learning setup and configuration for subset of the population – either location or business unit as well as enroll individuals in different courses.
Learning Lead	Unconstrained	TBD	Partner	Access to manage learning setup and configuration for subset of the population – either location or business unit.
Learning Partner	Unconstrained	TBD	Partner	Access to manage learning setup and configuration for subset of the population – either location or business unit.
Learning Administrator	User-based	Workday Solutions Team	Administrator	Unconstrained access to create and maintain all learning setup data. Examples include the course catalog, course enrollment, and course ratings. Approval authority for learning business processes.

Security Groups – Payroll

Security Group	Constraint	Target Assignees	Categorization	Description
Payroll Partner	Pay Group	Payroll Team	Partner	Access to view payroll and worker data as well as process payroll on the workers they support.
Payroll Administrator	Unconstrained	Workday Solutions	Administrator	Access to manage payroll setup and configuration globally.

Security Groups – Reporting

Security Group	Constraint	Target Assignees	Categorization	Description
Report Administrator	Pay Group	Payroll Team	Partner	Provides access to maintain reporting configuration and tenant settings – as well as maintain all custom reports tenant wide.
Report Writer	Unconstrained	Reporting COE	Administrator	Does not provide access to worker data – but provides access to build reports and calculated fields.
Workforce Planning Analytics	Location	Reporting COE	View-Only	Nearly view-all access to worker data – will be used by Brad's team to build and maintain custom reports in Workday