



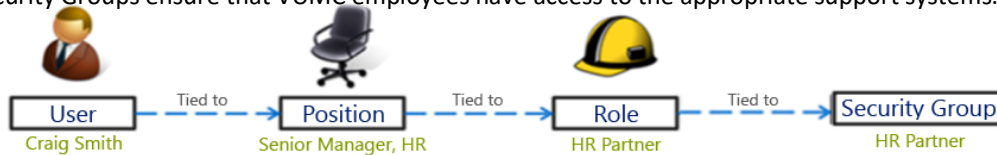
Role-Based Security

Within Workday, Roles determine what an individual can **see** and what an individual can **do** in the system. Roles are often linked to Supervisory Organizations. Because security roles are assigned to specific positions rather than individual employees, security roles and privileges will change as employees move into different positions throughout VUMC.

Security Roles

The Structure and Purpose of Role-Based Security Groups

- Each VUMC employee is placed within a security group. The employee’s position determines the specific role in the security group.
- When a VUMC employee leaves a position and is replaced, the new team member takes the former employee’s place in the security group.
- Role-Based Security Groups ensure that VUMC employees have access to the appropriate support systems.

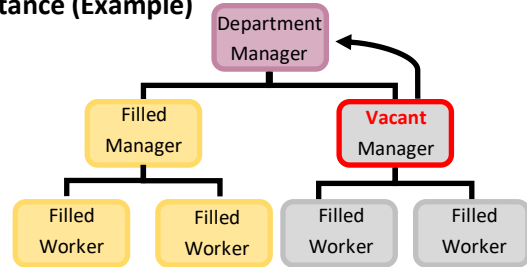


Inheritance

Inheritance occurs when a position is unfilled or the employee has taken a leave of absence.

For example, the Department Manager would inherit a vacant “Manager” role.

Inheritance (Example)



Overview of Available Security Roles

Workday assigned security roles are automatically assigned as the result of a process such as being hired. See examples of these roles below:

- Employee as self can update home address, view pay stubs, update emergency contacts, create expense reports, etc.
- External or Internal users that apply to a position on the career site become a “Candidate”.
- Candidates will have access needed to support the job application and recruiting process

Role-Based security roles are assigned to a worker’s position based on responsibility within the supervisory organization. See examples of these roles below:

- **Managers** can complete staffing transactions, purchase approvals, etc.
- **Cost Center Managers** can complete financial oversight tasks, etc.
- **Grant Managers** can complete sponsored project oversight tasks.

Examples of Assigned Security Roles:

HR Roles	Description	Typical Access in Workday	Workday Delivered?	Typical Organizational Restriction
 Manager	Role assigned to workers that are designated as Manager of a Supervisory Organization	<ul style="list-style-type: none"> • Access to worker data that report up to Manager • Ability to initiate Manager Self-Service (MSS) transactions 	Yes	<ul style="list-style-type: none"> • Supervisory Organization
 Cost Center Manager	Role assigned to primary manager for assigned cost centers. Approval authority for financial business processes.	<ul style="list-style-type: none"> • View cost center analytics and approve financial transactions 	Yes	<ul style="list-style-type: none"> • Cost Center
 Grant Manager	Role assigned to the primary manager for assigned grants.	<ul style="list-style-type: none"> • View and manage assigned grants along with spend analytics. Approval authority for financial business processes 	Yes	<ul style="list-style-type: none"> • Grant/ • Grant Hierarchy