

## REQUESTING SECURITY ROLE CHANGES

### THIS GUIDE IS FOR: EMPLOYEES, MANAGERS, AGENCY HR, AGENCY RECRUITERS

Security roles in Workday@OK are role-based, meaning the security is tied to the job profile and not the individual. Follow these steps to change security assignments for you or your employees.

1. Beginning on the Workday@OK homepage, select **View all Apps** → **Requests**.
2. Select **Create Request**.
3. In the dialog box, where it says **Request Type**, search for **Agency Security Role Request**.
4. Complete the fields in the form, including:
  - a. **Describe the request.** Describe the access you are requesting.
  - b. **Employee's name.** Enter the employee's full name in Workday.
  - c. **Effective date for the requested changes.** Enter the date that you would like their security access to begin or end.
  - d. **Confirm request type.** Indicate if you are adding or removing a role.
  - e. **Manager name.** List the employee's manager.
  - f. **Security roles.** Choose the roles you are wanting to add or remove. A list of all available roles and their descriptions can be found [here](#).
  - g. **Agency.** Choose your agency or agencies that you need access to.
  - h. **Business justification.** Indicate why this job profile needs this role.
  - i. **Supporting documents.** Attach any related documents such as manager approvals, trainings, etc.
5. Select **Submit** or **Save for Later**. The request will route to your agency's security partners for approval, then to OMES Security for approval and provisioning.