



University of Rochester

Authorization Request Application
User Guide

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Accessing the Authorization Request Application



Accessing the Authorization Request App

1. Log into [Workday](#).
2. Navigate to the top left screen and click the **Menu**.
3. At the bottom of the Menu, click on the **Authorization Request Application** within the **External Links** section or search “Authorization Request Application” in the global search bar.
4. Select the **Initiate Authorization Request Click here!**

***Note:** For questions, please consult your manager, service contact, or the UnivIT HelpDesk.

Authorization Requests



Initiate Authorization Request

Add or Remove Roles

Use this button to initiate an Add/Remove Authorization Request

[Click here!](#)



My Authorization Requests

View My Requests

Use this button to view Authorization Requests initiated by me or initiated for me

[Click here!](#)



Role Descriptions

View Descriptions for Available Roles

Use this button to view all available roles

[Click here!](#)

Initiate Authorization Request

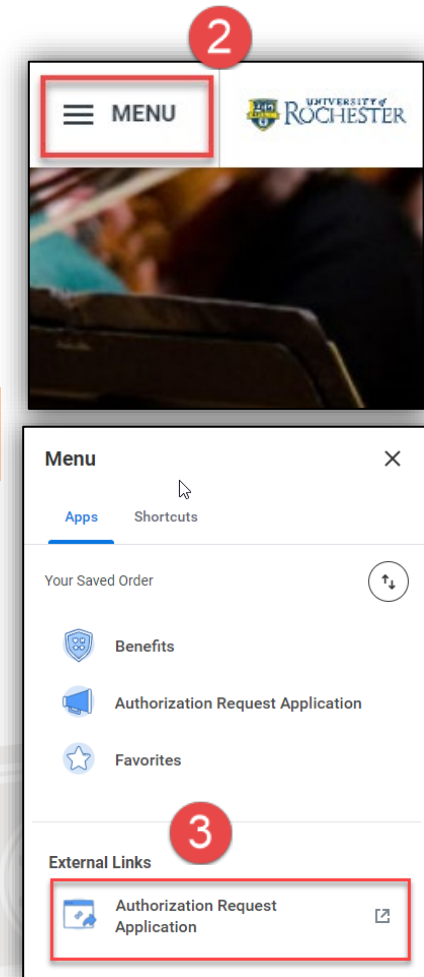
This page allows you to initiate an Authorization Request on your or someone else's behalf.

My Authorization Requests

This page allows you to check the status of Authorization Requests you initiated for yourself or someone else or requests others initiated on your behalf.

Role Descriptions

This page allows you to see services, their related roles, and descriptions to better help you self-service when uncertain about what change to request.



Initiating Authorization Requests



Initiate Authorization Request

To initiate an authorization request, populate the following fields:

1. Select Worker (Required)

This is the “target worker” of the request – or the worker whose security access will be affected. It defaults to the logged-in user. The Employee ID will be populated to validate that the correct worker was chosen.

2. Select Position (Required)

If a worker has multiple positions, you must select one position for the security request to be performed.

3. Request Summary (Required)

A descriptive summary of the request so you and others can easily find it later.

4. Request Justification

An explanation of the request to provide justification related to the request.

5. Select Services (Required)

The Workday services that hold the desired access must be selected. Multiple services can be selected.

***Important Note:** A unique **Authorization Request for Worker** page is generated if multiple services are selected. Each page must be completed before submitting for approval.

The screenshot shows the 'Initiate Authorization Request' form. It has a blue header with the title. Below the header, there are four fields with red numbered callouts: 1. 'Select Worker *' with a dropdown menu. 2. 'Select Position *' with a dropdown menu showing 'Analyst/Programmer'. 3. 'Request Summary *' with a text input field. 4. 'Request Justification' with a larger text input field. The 'Employee ID' field is also present but not numbered.

The screenshot shows the 'Select Services' dialog box. It has a title bar 'Select Services* 4 items | 2 selected'. Below the title bar, there is a list of services with checkboxes: 'myURHR', 'UR Financials', 'UR Procurement', and 'UR Student'. The 'UR Financials' and 'UR Student' services are selected, indicated by blue checkmarks. A red numbered callout 5 points to the 'Service' header. At the bottom, there are 'OK' and 'Cancel' buttons.

Authorization Request **Navigation**

When multiple services are selected, navigate between each **Authorization Request for Worker** service page to complete the necessary role details for that service.

Navigate between each **Authorization Request for Worker** service page by:

- A. Using the **Menu** on the **left side of the screen**.
- B. Or use the **Next** and **Back** buttons at the **bottom** of the screen.

Authorization Request for Worker

Service: UR Financials

Selected Worker: [Worker Name]

Selected Position: Sr Financial Analyst

Request Name: test 5

Request Description:

Add Role Requests 1 item

+	Service	*Organization Type	*Organization	*Requested Role
-	UR Financials	x Company	x 024 M Warner Graduate School	x Accountant

Remove Role Requests 1 item

☐	Service	Role	Organization	Organization Type
☐	UR Financials	Company Financial Analyst	Total University	Company Hierarchy

Back Next Close

Authorization Request for Worker **Add Access**

6. For each service request detail page, there will be two sections (6A for adding roles and 6B for removing roles):

a) **Add Roles** – this section allows the request of access the worker does not currently hold. Three fields must be populated for each Add Role request made:

- i. **Organization Type** - The type of organization the worker requests access to (FAO, Cost Center, Grant Hierarchy, etc.).
- ii. **Organization** - This is the organization's data the worker requests access to (The Specific FAO/Cost Center Number).
- iii. **Requested Role** - This is the type of access being requested. The security team establishes these roles, which can be viewed using the **Role Descriptions** card on the **Authorization Requests** screen.

Tip: If mistakes or errors are encountered when creating a request, delete the role line (row) by selecting the minus (-) sign in the first column and redo the above steps.

6a

Add Roles 1 item

+	Service	*Organization Type <i>i</i>	*Organization <i>i</i>	*Requested Roles <i>i</i>
-	UR Financials (Common Roles)	x UR Operating Program	x OP217024 Finance	x UR FAO Analyst

Remove Roles 5 items

☐	Service	Role	Organization	Organization Type
☐	UR Financials (Common Roles)	Accountant	Total Consolidated	Company Hierarchy
☐		Accounts Payable Analyst	Total Consolidated	Company Hierarchy

Special Notes for UR Financials requests (NCL users)

- Requesting access to a specific FAO/CC for “UR FAO Analyst” will give you “read-only” access for that account.
 - This will allow you to run reports in URF

Add Roles 1 item

+	Service	*Organization Type ⓘ	*Organization ⓘ	*Requested Roles ⓘ
-	UR Financials (Common Roles)	× UR Operating Program ⓘ	× OP217024 Finance ⓘ	× UR FAO Analyst ⓘ

- To create journals, NCL users must also request “Journal FAO/Cost Center Submit” Role at the “Total University” company hierarchy level.
 - Requesting this role will allow you to initiate journals for any FAO/CC you have Analyst roles on

Add Roles 2 items

+	Service	*Organization Type ⓘ	*Organization ⓘ	*Requested Roles ⓘ
-	UR Financials (Common Roles)	× Company Hierarchy ⓘ	× Total University ⓘ	× Journal FAO/Cost Center Submit ⓘ
-	UR Financials (Common Roles)	× UR Operating Program ⓘ	× OP217024 Finance ⓘ	× UR FAO Analyst ⓘ

Grant Reporting

- Requesting the Cost Center Analyst role will not provide access to grant FAOs within the cost center.
- Grant reporting must specifically be requested using the Grant Financial Analyst role. See example below:

Add Roles 2 items

	Service	*Organization Type ⓘ	*Organization ⓘ	*Requested Roles ⓘ
⊖	UR Financials (Common Roles)	× Grant Hierarchy ⋮	× All Awards 11405 Medicine ⋮	× Grant Financial Analyst ⋮

Remove Roles 5 items

Authorization Request for Worker Adding Attachments

When requesting access, adding documentation may be necessary before access can be approved.

Note: First-time requests to UR Financials must include a copy of their MyPath *Introduction to UR Financials* training completion certification. This certification is crucial as it demonstrates your readiness to handle financial data and is a prerequisite for manager approval.

Adding Attachments:

- After submitting your Authorization Request, go to **My Tasks** (inbox) and select your *Attach MyPath Certification* message.
- Within the message, click **Upload** to locate a screen capture or PDF of your training certification or other required file.
- Click **Submit**. The request with the attachment will now be sent to your manager for approval.

The screenshot displays the University of Rochester MyPath interface. On the left, the 'My Tasks' sidebar is visible, with 'All Items' selected. A red circle labeled 'A' highlights the 'Attach MyPath certification for Introduction to UR Financials course' message in the 'All Items' list. The message details show it was created on 04/10/2024 and is due on 04/11/2024. On the right, the 'Role Addition Request - Upload Documents' form is shown. A red circle labeled 'B' highlights the 'Upload' button in the 'Request Justification' section, which prompts the user to 'Please upload document required for the request *'. Below the 'Upload' button is a text input field for a comment. At the bottom of the form, a red circle labeled 'C' highlights the 'Submit' button. The background features a large, faint watermark of the University of Rochester crest with the motto 'MELIORA'.

Authorization Request for Worker **Remove Access**

6. This is the section outlining removing a role:

- b) **Remove Roles** – this section allows the requestor to remove existing roles for themselves, or on behalf of others.
 - i. To request the removal of a role for the worker, check the box next to that role. If the request is made by someone other than the worker, the worker will be sent an email in My Tasks to approve this step.

Add Roles 1 item

	Service	*Organization Type	*Organization	*Requested Roles
	UR Financials (Common Roles)	UR Operating Program	OP217024 Finance	UR FAO Analyst

Remove Roles 5 items

6b

6bi

☐	Service	Role	Organization	Organization Type
☐	UR Financials (Common Roles)	Accountant	Total Consolidated	Company Hierarchy
☐		Accounts Payable Analyst	Total Consolidated	Company Hierarchy

Reviewing Authorization Requests



Authorization Request Review Page

Once the **Authorization Request for Worker** page(s) are completed, the user will see the **Request All Services** review page.

7. Review requests here. Use the **Back** button to modify any details.
8. Select **OK** to submit the request.

The screenshot displays the 'Authorization Request for Worker' review page. The sidebar on the left contains the following navigation items:

- Authorization Request for Worker
- Add Or Remove Access
- UR Financials (Common Roles)
- UR Student (Common Roles)
- Review All Services** (highlighted with a red box and a red circle with the number 7)

The main content area shows the following details:

- Service:** UR Financials (Common Roles)
- Selected Worker:** Cindy Fronterre
- Selected Position:** Analyst/Programmer
- Request Summary:** Demo
- Request Justification:** (empty)

Below the details is a table titled 'Add Roles 1 item':

Service	Organization Type	Organization	Requested Rol
UR Financials (Common Roles)	Company	010 Central Administration	Company Finar

At the bottom of the page, there are three buttons: **OK** (highlighted with a red box and a red circle with the number 8), **Back**, and **Close**. A red circle with the number 7 is also present near the bottom right of the page.

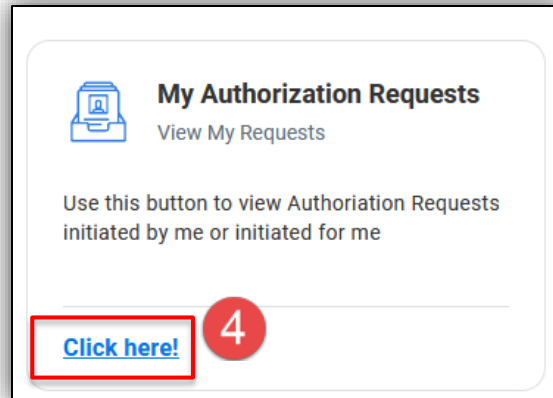
My Authorization Requests



My Authorization Request Page

1. Log into [Workday](#).
2. Navigate to the top left screen and click the **Menu**.
3. At the bottom of the Menu, click on the **Authorization Request Application** within the **External Links** section or search “*Authorization Request Application*” in the global search bar.
4. Select **My Authorization Requests Click here!**

***Note:** For questions, please consult your manager, service contact, or the UnivIT HelpDesk.



My Authorization Requests									
Authorization Request (Initiated By Me / Initiated For Me) 1 item									
Request ID	Request Summary	Request Justification	Requested On(YYYY-MM-DD)	For Worker	Position ID	Request Status	Awaiting Person	Service	Request Type
REQ_12			2024-04-10			Waiting for Approvals		UR Financials (Common Roles)	Add

Home

My Authorization Request Page Definitions

The My Authorization Requests Page allows you to view all Authorization Requests initiated by you or initiated on your behalf by someone else.

This report contains the following information for each request:

Request ID – Generated at time of request

Request Name – Provided by initiator at time of request

Request Description – Provided by initiator at time of request

Requested On – Request initiation date

For Worker – The target Worker of the request

Position ID – The position the request is targeting

Request Status – Current status of the request

Awaiting Person – Who the BP is currently awaiting

Service – The Service the request is allocated to

Request Type – Add or Remove

Organization Type – The Org Types included in the request

Organization – The Orgs included in the request

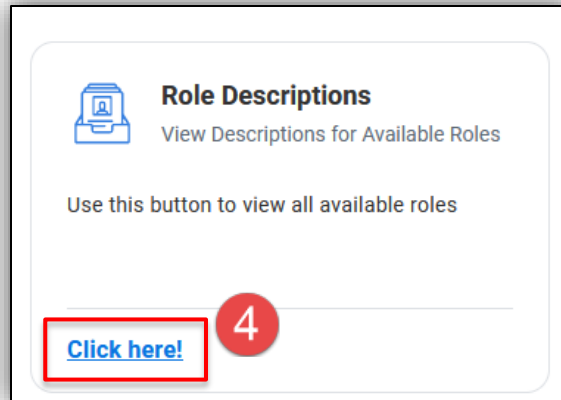
Roles – The Roles included in the request

Submitted By – The initiator of the request

Role Descriptions



Role Descriptions



1. Log into [Workday](#).
2. Navigate to the top left screen and click the **Menu**.
3. At the bottom of the Menu, click on the **Authorization Request Application** within the **External Links** section or search "*Authorization Request Application*" in the global search bar.
4. Select **Role Descriptions Click here!**

***Note:** For questions, please consult your manager, service contact, or the UnivIT HelpDesk.



Authorization Request Approvals



Request Approval Process

1. Authorization Requests will be routed to the employee's Manager in My Tasks*. The manager can:
 - a) **Approve** - Review the request details and select Approve if role changes are appropriate for the employee.
 - b) **Send Back** - Use this if the requested information needs adjustment or if the request is missing the New User Certification attachment. If request is sent back, a notification will be sent to the initiator.
 - c) **Add Approver** - Depending on the selected Organizations and Roles, additional approvers may be required for the role change request. The manager can add an additional department approver if deemed necessary to ensure the request is reviewed by all necessary parties.
 - d) **Deny** - Select the ellipse (...) and choose Deny if the request is not approved and should not be completed.

Note: This approval request type can not be delegated using My Delegations.

*For myURHR, if the request was entered by an HRBP on the employee's behalf or if the manager is on leave, the manager's approval is skipped, and the manager is sent a notification.

Review Role Addition Request

Service	UR Procurement	
Worker	[Redacted]	
Position	UR_P20071133 Sr Financial Analyst - [Redacted]	
Request ID	REQ_58	
Request Name	test 5	
Request Description	(empty)	
Initiated By	[Redacted]	

Add Role Request Details 1 item

Organization Type	Organization	Requested Roles
Spend Category	Bonds Payable Current (SC68650)	UR FAO Procurement

Description test 5

enter your comment

Process History

1a

Approve

Send Back

Add Approvers

...

1d

1b

1c

Assignment of Access

- When all approvals have been made, the requested access is granted at the time of the last required approval.
- The user can then perform all related tasks and view all associated data provided by the role they were granted.

My Authorization Requests									
Authorization Request (Initiated By Me / Initiated For Me) 1 item									
Request ID	Request Summary	Request Justification	Requested On(YYYY-MM-DD)	For Worker	Position ID	Request Status	Awaiting Person	Service	Request Type
REQ_12			2024-04-10			Waiting for Approvals		UR Financials (Common Roles)	Add

Home

Examples and Support



Authorization Request Add Roles Examples

– P2P Roles

Security Role	Organization Type	Organization	Requested Role*
UR Procurement Initiator Assign To: Whoever is entrusted to Initiate requisitions or payment requests	Cost Center, OR FAO (Cost Center example)	CC11405-000 Medicine	P2P FAO/Cost Center Initiator
UR Procurement Approver Assign To: Whoever is entrusted to approve requisitions or payment requests	Cost Center, OR FAO (Cost Center example) (FAO example) (FAO example)	CC11405-000 Medicine OP12345 GR12345	Cost Center Procurement Manager FAO Procurement Manager Grant Manager

Additional Authorization Request setting information is listed in the Role Descriptions and is accessible on the [Authorization Request](#) page.

P2P Common Roles Mapping Table

Below is a listing of P2P common roles available for selection

Function	Organization Type	Organization (examples)	Requested Roles
To be able to choose the correct company number when creating requisitions and SIR's.	Company	010, 020, etc	P2P FAO/Cost Center Submit
To Look up and view any PO's in the Company	Company	010, 020, etc	Procurement Analyst
Approve at the Cost Center Level for all FAO's in the cost center	Cost Center	CC17042-000 Corporate Purchasing	Cost Center Procurement Manager
Approve at the FAO level for all FAO's in the cost center	Cost Center	CC17042-000 Corporate Purchasing	UR FAO Procurement Manager
To be able to create requisitions and SIR's for all FAO's in the cost center	Cost Center	CC17042-000 Corporate Purchasing	P2P FAO/Cost Center Initiator
Approve at the Cost Center Level for all FAO's in any cost center in the cost center hierarchy	Cost Center Hierarchy	17042 Corporate Purchasing	Cost Center Procurement Manager
Approve at the FAO level for all FAO's in any cost center in the cost center hierarchy	Cost Center Hierarchy	17043 Corporate Purchasing	UR FAO Procurement Manager
To be able to create requisitions and SIR's for all FAO's in any cost center in the cost center hierarchy	Cost Center Hierarchy	17044 Corporate Purchasing	P2P FAO/Cost Center Initiator
To be able to create requisitions and SIR's using GR503089	Grant	GR503089	P2P FAO/Cost Center Initiator
To approve any orders using GR503089 before the approval routes to the PI	Grant	GR503089	Grant Manager

P2P Common Roles Mapping Table (continued)

Below is a listing of P2P common roles available for selection

Function	Organization Type	Organization (examples)	Requested Roles
To be able to create requisitions and SIR's using any grant in the hierarchy	Grant Hierarchy	AWD00005973 - NEH Smith GeorgeRochberg	P2P FAO/Cost Center Initiator
To approve any orders using any grant in the hierarchy before the approval routes to the PI	Grant Hierarchy	AWD00005973 - NEH Smith GeorgeRochberg	Grant Manager
To be able to create requisitions and SIR's using GF42100	UR Gift	GF042100	P2P FAO/Cost Center Initiator
Approve at the FAO level for all orders using GF042101	UR Gift	GF042101	UR FAO Procurement Manager
To be able to create requisitions and SIR's using OP217042	UR Operating Program	OP217042	P2P FAO/Cost Center Initiator
Approve at the FAO level for all orders using OP217042	UR Operating Program	OP217043	UR FAO Procurement Manager
To be able to create requisitions and SIR's using PR766417	UR Project	PR766417	P2P FAO/Cost Center Initiator
Approve at the FAO level for all orders using PR766418	UR Project	PR766418	UR FAO Procurement Manager
To be able to create requisitions and SIR's using any FAO in the hierarchy	UR Project Hierarchy	PPM Capital Project Approval Level 2 - Justin Dollard	P2P FAO/Cost Center Initiator
To approve any orders using any FAO in the hierarchy	UR Project Hierarchy	PPM Capital Project Approval Level 2 - Justin Dollard	UR FAO Procurement Manager

UR Financials Add Roles Examples

– Non Company Level Users

Security Role	Organization Type	Organization	Requested Role*
NCL User (Reporting Only) Assigned to: Department/Research Administrators, Accountants or Administrative Assistants	UR Operating Program Cost Center Grant Hierarchy	OP211403 Dermatology CC11405-000 Medicine All Awards 11405 Medicine	UR FAO Analyst Cost Center Financial Analyst Grant Financial Analyst
NCL User (Reporting + Journal Initiation) Assigned to: Department/Research Administrators, Accountants or Administrative Assistants	UR Operating Program Cost Center Grant Hierarchy Company Hierarchy	OP211403 Dermatology CC11405-000 Medicine All Awards 11405 Medicine Total University	UR FAO Analyst Cost Center Financial Analyst Grant Financial Analyst Journal FAO/Cost Center Submit
NCL User (Reporting + Journal Initiation + Journal Approval) Assigned to: Cost Center Managers	UR Operating Program Cost Center Grant Hierarchy Company Hierarchy Cost Center	OP211403 Dermatology CC11405-000 Medicine All Awards 11405 Medicine Total University CC11405-000 Medicine	UR FAO Analyst Cost Center Financial Analyst Grant Financial Analyst Journal FAO/Cost Center Submit Cost Center Manager

Additional Authorization Request setting information is listed in the Role Descriptions and is accessible on the [Authorization Request](#) page.

UR Financials Add Roles Examples

– Company Level Users

Security Role	Organization Type	Organization	Requested Role*
Company User (Reporting Only) Assigned to: Dean/Divisional Finance Officers	Company Company Company Company Grant Hierarchy	021 School of Arts and Sciences 021 School of Arts and Sciences 021 School of Arts and Sciences 021 School of Arts and Sciences All Awards 021 School of Arts and Sciences	Company Financial Analyst Accounts Payable Analyst Accounts Receivable Analyst Expense Analyst Grant Financial Analyst
Company User (Reporting + Journal Initiation + Journal Approval) Assigned to: Divisional Finance Officers	Company Company Company Company Grant Hierarchy	021 School of Arts and Sciences 021 School of Arts and Sciences 021 School of Arts and Sciences 021 School of Arts and Sciences All Awards 021 School of Arts and Sciences	Company Costing Manager (specialized role) Accounts Payable Analyst Accounts Receivable Analyst Expense Analyst Grant Financial Analyst
Company User (Reporting + Journal Initiation) Assigned to: Divisional Financial Analysts / Accountants	Company Company Company Company Grant Hierarchy	021 School of Arts and Sciences 021 School of Arts and Sciences 021 School of Arts and Sciences 021 School of Arts and Sciences All Awards 021 School of Arts and Sciences	Accountant Accounts Payable Analyst Accounts Receivable Analyst Expense Analyst Grant Financial Analyst

Additional Authorization Request setting information is listed in the Role Descriptions and is accessible on the [Authorization Request](#) page.
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UR Financials Common Roles Mapping Table

Function	Organization Type	Organization	Requested Role*
1. Reporting access for all financial reports for assigned FAOs. No approval authority.	UR Debt Service UR Gift UR Loan Program UR Operating Program UR Project	Debt Service FAO (ex. DSxxxxxx) Gift FAO (ex. GF6xxxxx, GF4xxxxx) Loan FAO (ex. LNxxxxxx) Operating Program FAO (ex. OPxxxxxx) Project FAO (ex. PRxxxxxx)	1. UR FAO Analyst
1. Journal initiation for any FAO/CC/Hierarchy the user has reporting roles on. 2. Student Data Entry Specialist	Company Hierarchy	Total University	1. Journal FAO/Cost Center Submit 2. Student Data Entry Specialist
1. Reporting and Journal initiation access at Company level 2. Reporting access for Invoices, supplier invoice requests, suppliers, and Payments at Company level 3. Reporting access for customers, customer invoices, and payments at Company level 4. Reporting access for all financial reports in assigned company. No approval authority. 5. Reporting access for Expense reports and payments at Company level	Company	Company Code (ex. 020, 030)	1. Accountant 2. Accounts Payable Analyst 3. Accounts Receivable Analyst 4. Company Financial Analyst 5. Expense Analyst
1. Reporting access for all financial reports in assigned cost center. No approval authority. 2. Reporting access and Journal approval access for all transaction with Manual-NCL Journal source for one cost center	Cost Center OR Cost Center Hierarchy	Cost Center (ex. CC11110-000) OR Cost Center Hierarchy (ex. 11110)	1. Cost Center Financial Analyst 2. Cost Center Manager
1. Reporting access for assigned grant OR Reporting access for all grants in assigned Hierarchy	Grant OR Grant Hierarchy	Grant FAO (ex. GR5xxxxx) Grant Hierarchy (Ex: All Awards 11405 Medicine), Grant Hierarchy (Ex: All Awards 201 School of Arts and Sciences)	1. Grant Financial Analyst

UR Student Add Roles Examples

Note: For all available UR Student Common Roles, request security at the Academic Unit to which the students you need to access are admitted. This will be the *school* to which the student is admitted, not the specific department. If you need to access students across academic units, you can request the role at the University of Rochester academic unit. Please note that only a select number of UR Student roles are available to request via the Authorization Request Application at this time. For additional role assignments such as advisor and cohort assignments, please submit requests via a Security Access Request found here: <https://service.rochester.edu/servicedesk/customer/portal/101/create/942>

Requested Role	Organization Type	Organization
UR Student View International Tab	Academic Unit	- College of Arts, Sciences and Engineering - Eastman School of Music - School of Nursing - Warner School of Education - Simon Business School - Eastman Institute for Oral Health - Eastman Community Music School - School of Medicine and Dentistry - University of Rochester
University Support Non Bursar Office: <i>Note: After submitting the request for this role, users must upload proof of completion of the MyPath module, "Student Finance in UR Student". This MyPath module can be found here.</i>	Academic Unit	- College of Arts, Sciences and Engineering - Eastman School of Music - School of Nursing - Warner School of Education - Simon Business School - Eastman Institute for Oral Health - Eastman Community Music School - School of Medicine and Dentistry - University of Rochester

Additional Authorization Request setting information is listed in the Role Descriptions and is accessible on the [Authorization Request](#) page.

UR Student Add Roles Examples (continued)

Requested Role	Organization Type	Organization
UR Student Records View Only: <i>Note: After submitting the request for this role, users must upload proof of completion of the MyPath module, "Viewing Academic Information in UR Student with FERPA training". This MyPath module can be found here.</i>	Academic Unit	- University of Rochester
UR Student View Student Grades	Academic Unit	- University of Rochester
UR Student View Student Hold Reasons	Academic Unit	- University of Rochester



Additional Authorization Request setting information is listed in the Role Descriptions and is accessible on the [Authorization Request](#) page.

myURHR Add Roles Examples

Role Type	Role Description	Organization Type	Organization	Requested Role
Common	myURHR Timekeeper* <i>In University IT</i>	HR Timekeeping Hierarchy	- 10 University IT Timekeeping	- UR Timekeeper
Common	myURHR Department Coordinator <i>In University IT</i>	HR Department	- 10 University IT Timekeeping	- UR Department Coordinator
Common	myURHR Graduate Coordinator <i>In the Computer Science Department</i>	HR Department	- 220207 Computer Science	- UR Department Coordinator
Specialized	Nurse Intake Coordinator <i>at the Med Center</i>	Supervisory Org	- 910037 Med Hospital Medicine Div ...	- UR Nursing Intake Coordinator
Common	Faculty Coordinator <i>In the Computer Science Department</i>	HR Department	- 220207 Computer Science	- UR Faculty Coordinator
Common	myURHR Department Finance Approver <i>In the Computer Science Department</i>	HR Department	- 220207 Computer Science	- UR Department Finance Approver
Common	myURHR Graduates and Postdocs by Division	Employee Group	- Graduate Students and Postdocs – 21 School of the Arts & Sciences	- UR Dean Grad PD

*Use the **URHCM0568 View HR Timekeeping Hierarchies** Workday report to view a list of organizations used when requesting Timekeeper access with the Organization Type of *HR Timekeeping Hierarchy*.

Additional Authorization Request setting information is listed in the Role Descriptions and is accessible on the [Authorization Request](#) page.

Need Help?

Download the Help Assistant for In-The-System Guidance

1. If you do not see the Need Help? button on the UR Workday top toolbar, download it for [UR Financials](#) or [UR Student](#).



2. Once installed, log into [Workday](#)
3. Click [Need Help?], then select *Authorization Request for Initiators* to begin the in-the-system guidance.
4. *If having trouble downloading the Help Assistant, Contact the Univ IT Help Desk at (585) 275-2000, or email univithelp@rochester.edu*

Additional support/questions

To view your current role assignments: Log in to Workday, in the search bar type “view my role assignments” then select the report. This report output will show all of your assigned roles.

Questions on P2P role assignment, contact [Procurement Service Center@ur.rochester.edu](mailto:Procurement_Service_Center@ur.rochester.edu)

Questions on UR Financials role assignment, contact GeneralAccounting@ur.rochester.edu

Questions on UR Student role assignments, use the [Security Access Request form](#)

