

# UW groups based on Workday security roles

DRAFT

ON HOLD

October 30, 2019 – This draft proposal is on hold while data governance considers issues of data ownership, data quality, and fit for purpose. For a subset see also [UW groups for access to Legacy HR reports](#).

ANALYSIS																																																																																												
Customers	<p>Initial customers include:</p> <p>John Borwick, Academic Personnel – for access control in the Electronic Document Management System, for access to EOAA related information such as Affirmative Action Plans, and communications to Academic Personnel Office Partners. Possibly replace brand new direct BiPortal to Workday API calls which get WD security role information.</p> <p>Jill Hoven, ISC – for communications to individuals in various Workday security roles.</p> <p>Jeff Blancato, ISC – for communications with NSCs (Named Support Contacts). NSCs hold an HCM Initiate 2, HR Partner, and/or Academic Partner Workday security role.</p> <p>Laura Baldwin, UW-IT – for access to Bridge Training Management System to identify individuals in various Workday security roles.</p> <p>Alin Hunter, UW-IT – for access to various Legacy HR/P Archive reports that are hosted in the BI Portal; also for communications to individuals in various Workday security roles.</p>																																																																																											
Application Use	See Customers above.																																																																																											
Membership (Business Definition)	<p>Group memberships based on assignable security roles in Workday.</p> <p>See <a href="https://isc.uw.edu/admin-corner/security-roles/assignable-roles/">https://isc.uw.edu/admin-corner/security-roles/assignable-roles/</a></p> <p>See <a href="https://isc.uw.edu/support-resources/how-to-get-workday-help/named-support-contacts/">https://isc.uw.edu/support-resources/how-to-get-workday-help/named-support-contacts/</a></p>																																																																																											
Business Process	Workday security role management																																																																																											
System of Record	Workday																																																																																											
Subject Area	Human Resources																																																																																											
Business Domain	Staffing																																																																																											
DESIGN																																																																																												
Type	Group/role																																																																																											
Home Group	TBD. Choose a home group that aligns with the <a href="#">UW Group Naming Plan</a> and the business domain of the related institutional data.																																																																																											
Group IDs	<table border="1"> <thead> <tr> <th>Assignable Role</th> <th>TBD - Workday Role ID</th> <th>Group ID</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>Academic Chair / Chair's Delegate</td> <td>Academic_Chair_Chairs_Delegate</td> <td></td> <td>All</td> </tr> <tr> <td>Academic Dean / Dean's Delegate</td> <td>Academic_Dean_Deans_Delegate</td> <td></td> <td>All</td> </tr> <tr> <td>Academic Partner</td> <td>Academic_Partner</td> <td></td> <td>All</td> </tr> <tr> <td>Additional Approver 1</td> <td>Additional_Approver_1</td> <td></td> <td>All</td> </tr> <tr> <td>Cost Center Manager</td> <td></td> <td></td> <td>All</td> </tr> <tr> <td>Costing Allocations Coordinator</td> <td>Costing_Allocations_Coordinator</td> <td></td> <td>All</td> </tr> <tr> <td>HCM Initiate 1</td> <td>HCM_Initiate_1</td> <td></td> <td>All</td> </tr> <tr> <td>HCM Initiate 2</td> <td>HCM_Initiate_2</td> <td></td> <td>All</td> </tr> <tr> <td>HR Partner</td> <td>HR_Partner</td> <td></td> <td>All</td> </tr> <tr> <td>I-9 Coordinator</td> <td>I-9_Coordinator</td> <td></td> <td>All</td> </tr> <tr> <td>Manager</td> <td>Manager</td> <td></td> <td>All</td> </tr> <tr> <td>Time and Absence Approver</td> <td>Time_and_Absence_Approver</td> <td></td> <td>All</td> </tr> <tr> <td>Time and Absence Initiate</td> <td>Time_and_Absence_Initiate</td> <td></td> <td>All</td> </tr> <tr> <td>UWHires Hiring Manager</td> <td>UWHires_Hiring_Manager</td> <td></td> <td>All</td> </tr> <tr> <td>VO-STAFF</td> <td></td> <td></td> <td>All</td> </tr> <tr> <td>VO-STAFF-COMP-COST</td> <td></td> <td></td> <td>All</td> </tr> <tr> <td>VO-STAFF-COMP-COST-PERSONAL</td> <td></td> <td></td> <td>All</td> </tr> <tr> <td>Absence Office Partner</td> <td>Absence_Office_Partner</td> <td></td> <td>Central</td> </tr> <tr> <td>Academic Personnel Compensation Office Partner</td> <td></td> <td></td> <td>Central</td> </tr> <tr> <td>Academic Personnel Office Partner</td> <td>Academic_Personnel_Office_Partner</td> <td></td> <td>Central</td> </tr> <tr> <td>Advancement Initiator</td> <td>Advancement_Initiator</td> <td></td> <td>Central</td> </tr> </tbody> </table>				Assignable Role	TBD - Workday Role ID	Group ID	Area	Academic Chair / Chair's Delegate	Academic_Chair_Chairs_Delegate		All	Academic Dean / Dean's Delegate	Academic_Dean_Deans_Delegate		All	Academic Partner	Academic_Partner		All	Additional Approver 1	Additional_Approver_1		All	Cost Center Manager			All	Costing Allocations Coordinator	Costing_Allocations_Coordinator		All	HCM Initiate 1	HCM_Initiate_1		All	HCM Initiate 2	HCM_Initiate_2		All	HR Partner	HR_Partner		All	I-9 Coordinator	I-9_Coordinator		All	Manager	Manager		All	Time and Absence Approver	Time_and_Absence_Approver		All	Time and Absence Initiate	Time_and_Absence_Initiate		All	UWHires Hiring Manager	UWHires_Hiring_Manager		All	VO-STAFF			All	VO-STAFF-COMP-COST			All	VO-STAFF-COMP-COST-PERSONAL			All	Absence Office Partner	Absence_Office_Partner		Central	Academic Personnel Compensation Office Partner			Central	Academic Personnel Office Partner	Academic_Personnel_Office_Partner		Central	Advancement Initiator	Advancement_Initiator		Central
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<b>Advancement Partner</b>	Advancement_Partner		Central
<b>CBU – Benefits Office Partner</b>			Central
<b>Compensation Office Partner</b>	Compensation_Office_Partner		Central
<b>EOAA Office Partner</b>			Central
<b>HR Office Partner</b>	HR_Office_Partner		Central
<b>Labor Relations / Union Office Partner</b>	Labor_Relations_Union_Office_Partner		Central
<b>Recruiting Office Partner</b>	Recruiting_Office_Partner		Central
<b>Risk Management Office Partner</b>			Central
<b>UTemp Office Initiator</b>	UTemp_Office_Initiator		Central
<b>UTemp Office Partner</b>	UTemp_Office_Partner		Central
<b>Work Study Office Partner</b>	Work_Study_Office_Partner		Central
<b>ISC – Absence Office Partner</b>			ISC
<b>ISC – Benefits Office Partner</b>			ISC
<b>ISC – Compensation Office Partner</b>			ISC
<b>ISC – HR Office Partner</b>			ISC
<b>ISC – Payroll Office Partner</b>			ISC
<b>ISC – Retiree Office Partner</b>			ISC
<b>ISC Customer Support Representative</b>			ISC
<b>Organization Partner</b>			ISC
<b>Payroll Settlement Specialist</b>			ISC
<b>Security Partner</b>			ISC
<b>Medical Centers Job Requisition Approver 1</b>	Medical_Centers_Job_Requisition_Approver_1		Med Centers
<b>Medical Centers Job Requisition Approver 2</b>	Medical_Centers_Job_Requisition_Approver_2		Med Centers
<b>Medical Centers Job Requisition Approver 3</b>			Med Centers
<b>Medical Centers Payroll Partner (RBC)</b>			Med Centers
<b>Performance Initiate</b>			Med Centers
<b>Performance Review Alternate</b>			Med Centers
<b>Position and Job Requisition Initiate</b>	Position_Job_Requisition_Initiate		Med Centers
<b>VO-Medical Centers Absence for Leave Specialist</b>			Med Centers
<b>VO-Medical Centers Payroll Partner (RBC)</b>			Med Centers
<b>Committee Office Partner</b>			Specific Group
<b>Committee Partner</b>			Specific Group
<b>VO-STAFF for CoMotion</b>			Specific Group

Display Name	TBD. Need to check if Workday has a user-friendly display name for each Workday security role.
Lifecycle Policy (Creation)	TBD. We could create a complete set of groups, one group for each Workday security role; or we could create one group at a time, based on customer requests.
Lifecycle Policy (Deletion)	Groups wouldn't be deleted until custodians approve their deletion.
Membership (Direct)	Direct membership of each group would include the UW NetIDs of individuals assigned to the specific Workday security role.
Membership (Exceptions)	No exceptions for additions or deletions. All updates will be mastered in Workday.
Membership (Grace Period)	None
Membership (Opt-in)	N/A
Membership (Opt-out)	N/A
Contact Person	TBD. A contact appropriate for Workday security role support, e.g. "ischelp".

Description	TBD. Define descriptions that help potential customers understand fit for purpose and use, including lifecycle policy, membership policy, data quality standards, appropriate use guidelines, access control policy, ownership, and contact information. Some business processes master data that can be used for descriptions.
More Information	N/A
Application Settings (Exchange)	Inactive; change to settings will require custodian approval.
Application Settings (Google)	Inactive; change to settings will require custodian approval.
<b>ACCESS CONTROL</b>	
Data Custodian	Rachel Gatlin, Margaret Stuart, Cindy Gregovich, Nancy Jagger
Classification	TBD. Determine the appropriate UW data classification (Public, Restricted, Confidential).
Access Control Policy	TBD. Decide and document the access control policy including membership viewer control, sender control, appropriate use guidelines, terms and conditions of use, etc.
Membership Viewer Control	TBD. Define the membership viewer control, including exceptions to the access control policy.
Sender Control	N/A
<b>IMPLEMENTATION</b>	
Data Source	TBD. HRPWS is the likely source.
Membership (Technical)	TBD. Define the technical definition of the memberships in terms used by the data source and its data elements, as well as any additional filtering.
Provisioning	TBD. Define a provisioning model for data integration and reconciliation that ensures the groups are created in accordance with their lifecycle policy and managed in accordance with their data quality standards.
De-Provisioning	TBD. Define a de-provisioning model that ensures the groups are deleted in accordance with their lifecycle policy.
Monitoring	TBD. Define a monitoring solution that helps identify incidents and problems, particularly those that impact availability and reliability.
Data Quality Standards	TBD. Define data quality standards under normal operations, including data validation rules, timeliness of updates, defined error rates, integrity monitoring, and reliability. The standards will depend on the business process, system of record, data source, provisioning and de-provisioning models, monitoring, and operations.
Internal Documentation	TBD. Define what internal documentation will be developed and where it will be maintained.
Customer Documentation	TBD. Customer documentation will resemble what we use for <a href="#">UW Human Resource Groups</a> and <a href="#">Employee Location Groups</a> .
Communication Plan	TBD. Define the communication plan to inform audiences about the new reference groups.
<b>OPERATIONS</b>	
Request Fulfillment	TBD. Define how requests will be fulfilled. For example, standard requests for information, access to memberships, membership exceptions, email settings, design changes, etc.
Incident Management	TBD. Define how incidents will be handled.