

## WORKDAY FINANCE ROLE/ACCESS REQUEST FORM

Use this form to request a change in an employee's security role access in Workday Finance. Please complete the form and email to [accountingservices@snc.edu](mailto:accountingservices@snc.edu).

Role Assignee Name: \_\_\_\_\_

Enter the Cost Center(s) for the role to be assigned.

<b>Role</b>	<b>Description</b>	<b>Cost Center(s)</b>
Cost Center Manager	This role can view financial transactions and approve spending transactions for a Cost Center.	
Cost Center Financial Analyst	This role can view non-personnel financial transactions. This role is primarily an administrative support & reporting role that does not have decision-making authority.	

### Supervisory authorization

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_