Request Workday/Aurion Access

Please note. Inactivity for 5 minutes will result in Workday automatically logging out. Ensure you are connected to the UQ network when accessing Workday remotely.
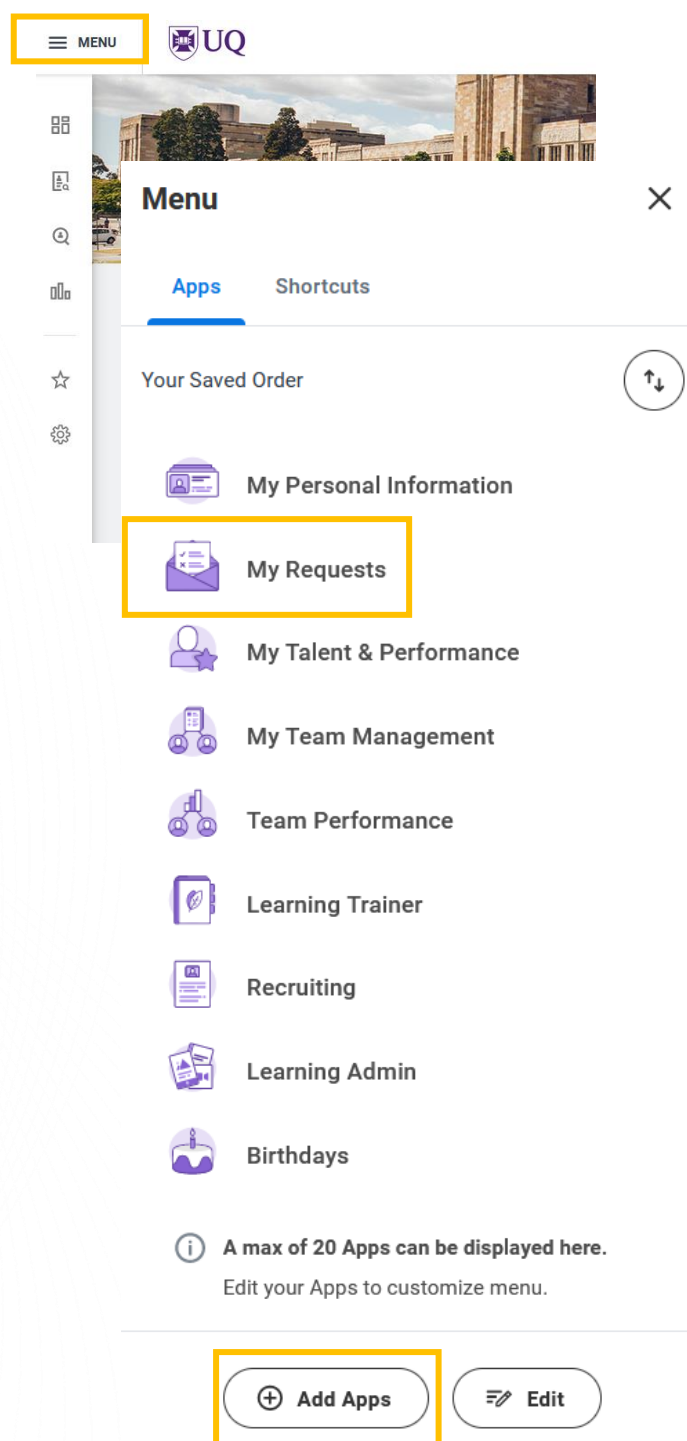
Use this guide for instructions on how to request access to Workday / Aurion

A Manager identifies the need to request access for one of their Employee's and consults with HR / the relevant team for guidance and / or approval.

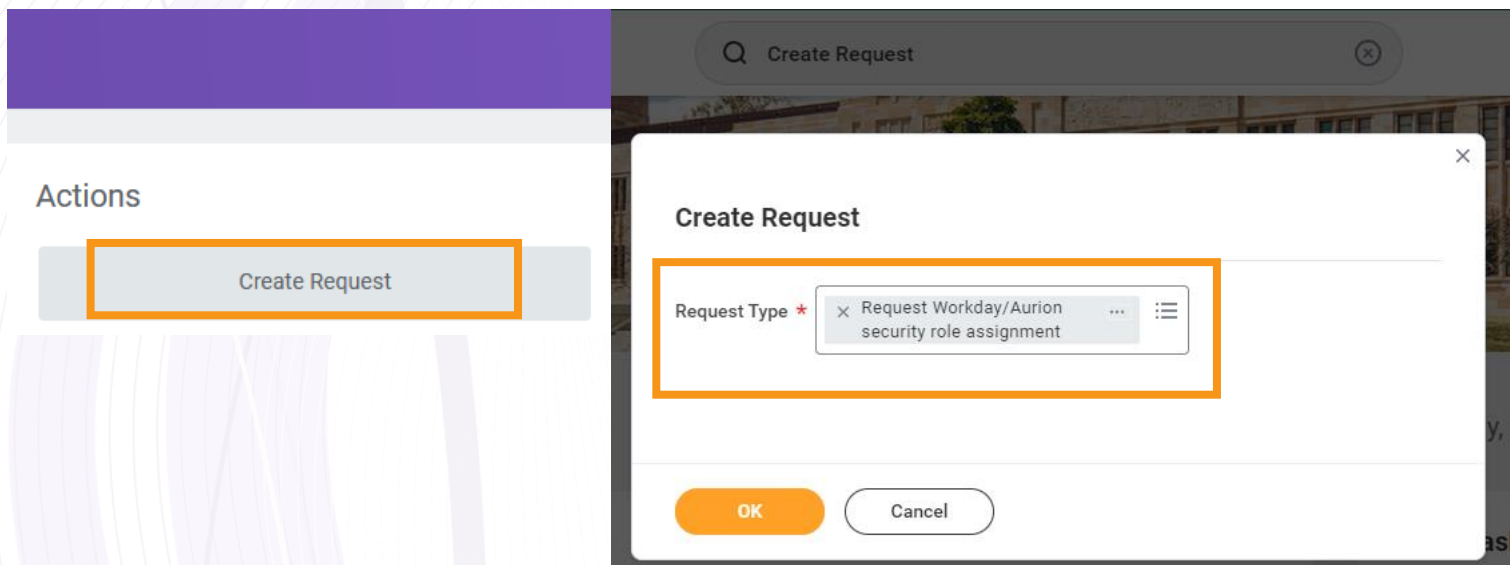**A**   Navigate to the *Menu* button on the top left side of the page.

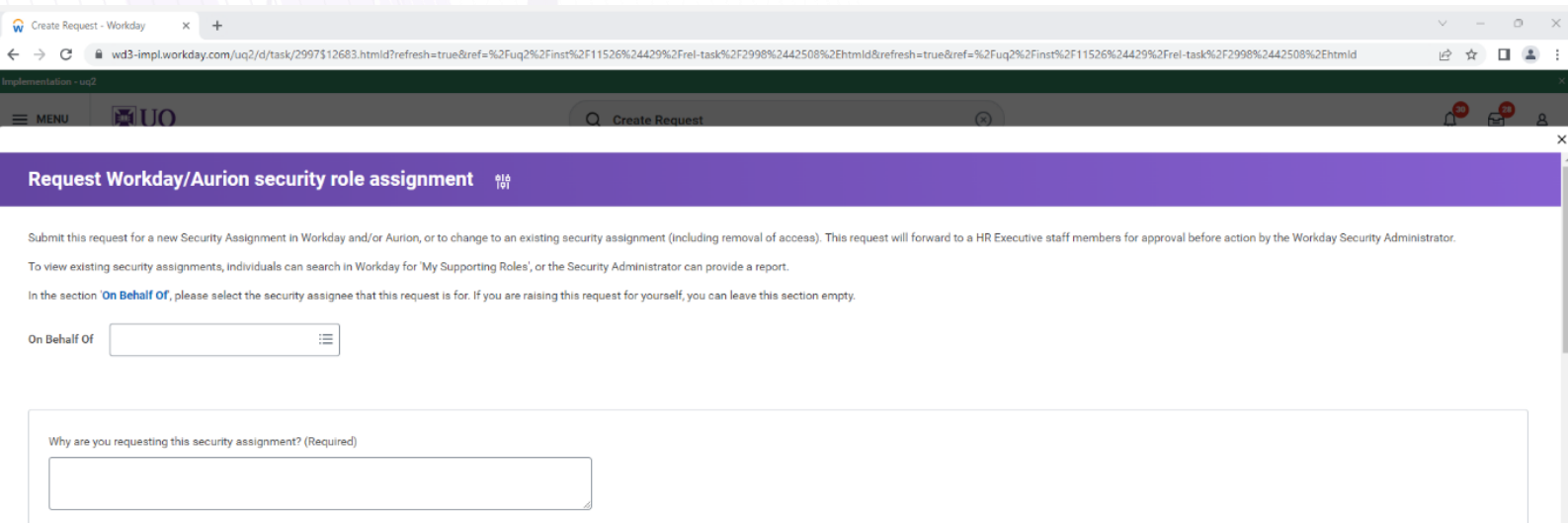Click **Menu**

Select **My Requests**

If you cannot see this option – click **Add Apps** at the bottom on this Menu and select **My Requests**

B Click **Create Request** and select **Request Workday/Aurion security role assignment**

C Enter employee's name in "On Behalf Of" field. Enter justification for employee requiring system access.

Request Workday/Aurion security role assignment

Submit this request for a new Security Assignment in Workday and/or Aurion, or to change to an existing security assignment (including removal of access). This request will forward to a HR Executive staff members for approval before action by the Workday Security Administrator.

To view existing security assignments, individuals can search in Workday for 'My Supporting Roles', or the Security Administrator can provide a report.

In the section 'On Behalf Of', please select the security assignee that this request is for. If you are raising this request for yourself, you can leave this section empty.

On Behalf Of

Why are you requesting this security assignment? (Required)

D Enter effective date for access to be granted and end date if applicable.
Please keep in mind a reasonable turnaround time for access to be provided.

Security assignment Effective Date:
(Required)

DD/MM/YYYY

Security assignment End Date (If this is a temporary assignment):

DD/MM/YYYY

Security Assignee Full Name:
(Required)

E Enter in your details for Security Assignee Full Name, Security Assignee UQ User Name, Security Assignee Position Title and if your employee already access to other systems.

F Select the appropriate Workday Administrator / Workday and/or Aurion Security Role/s to assign

G Enter in appropriate Supervisory Organisations and upload any required supporting document as applicable.

Click **Submit** to complete.

Which Workday/Aurion Supervisory Organisations are required for this access?
Example: Faculty of Business, Economics & Law

Please upload evidence of Workday or Aurion Training completion required for this assignment, or evidence of registration if future dated.

Drop files here

or

Select files

Submit   Save for Later   Cancel