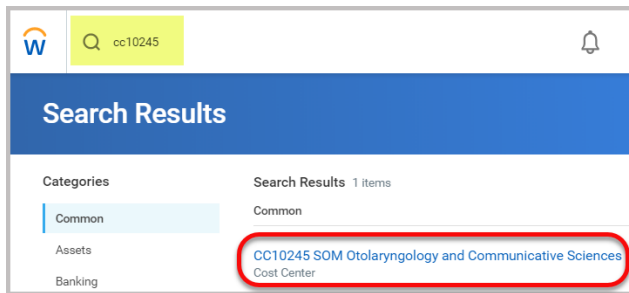# Cost Center Owner: How to Manage Role Assignments

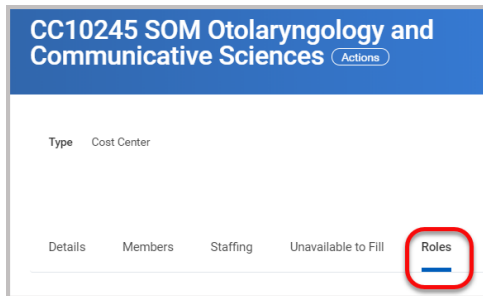## HOW TO MANAGE ROLE ASSIGNMENTS AS THE COST CENTER OWNER

The Cost Center Owner role has access to make changes to role assignments for the following roles in Workday:

- Cost Center Level 1 Approver (single assignment)
- Cost Center Level 2 Approver (single assignment)
- Cost Center Staffing Manager (single assignment)
- Cost Center Staffing Specialist (*access to initiate Assign Costing Allocation and Create Payroll Accounting Adjustment*)
- Cost Center Admin Specialist (multiple assignment)
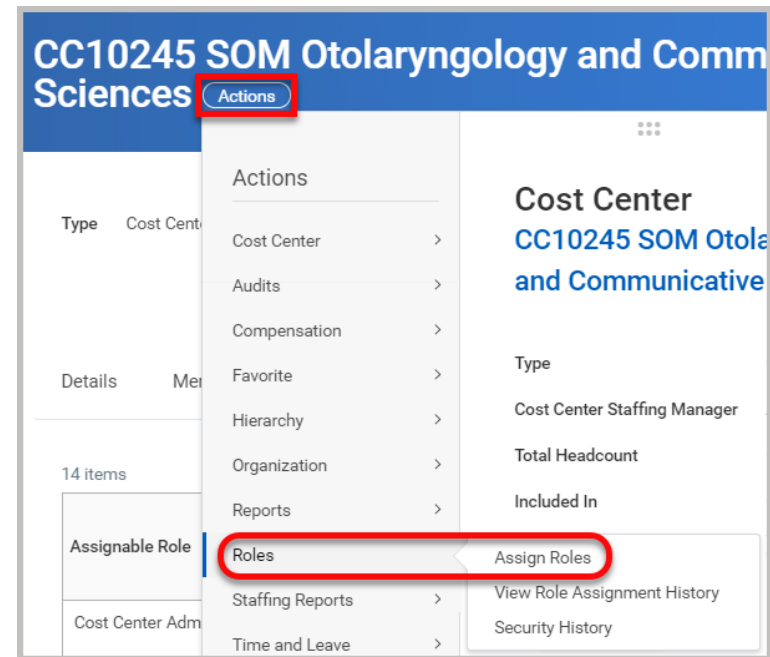- Cost Center Cash Sale Specialist (multiple assignment)

1. Search for the **Cost Center** in Workday.



2. To review the current role assignments, click the Roles tab.



3. To make changes to Roles, click the **Actions** button next to Cost Center, click on **Roles** > **Assign Roles**.

workday. | EDUCATION

# Cost Center Owner: How to Manage Role Assignments

## HOW TO MANAGE ROLE ASSIGNMENTS AS THE COST CENTER OWNER

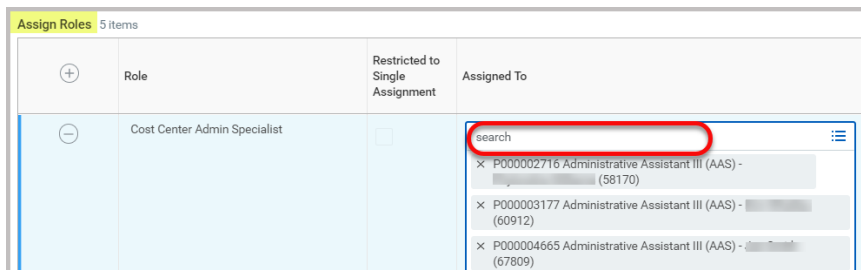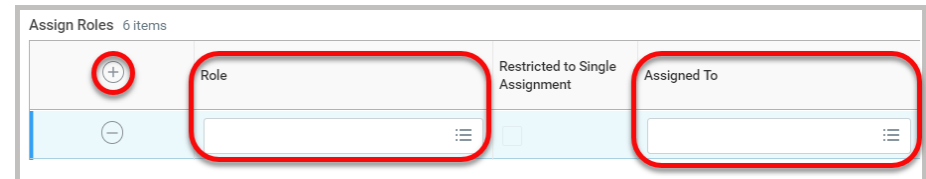4. Confirm the effective date and organization (Cost Center) and click **OK**.



5. **Current Roles** are listed in the table at the bottom.

6. In the **Assign Roles** table, you can assign an employee to a **Role** by entering the employee in the **Assigned To** field for the desired role.



7. If the Role is not listed, click the **+** sign in the column header to add a row.

8. Complete the **Role** and **Assigned To** fields.



9. Once you have made the necessary changes, click **OK** to save. If you do not want to save the changes, click **Cancel/Discard**.

10. After clicking OK, you can review the current role assignments for the Cost Center.

11. Click **Done** to exit.

workday. | EDUCATION