## 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.



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





Job Aid – v. 32 (Last revised 7/5/19) \*Subject to Change depending on UMMC modified Business Processes For additional, up-to-date training materials go to - <u>HTTPS://WWW.UMC.EDU/DIS/WORKDAY.HTML</u>

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

Assign Roles				
Effective Date * 07 / 01 / 2019 💼				
Organization * CC10245 SOM Otolaryngology and Communicative Sciences				

- 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.

Assign Roles 5 items								
(+)	Role	Restricted to Single Assignment	Assigned To					
Θ	Cost Center Admin Specialist		Search Image: Search   × P000002716 Administrative Assistant III (AAS) - (58170) (58170)   × P000003177 Administrative Assistant III (AAS) - (60912) (60912)   × P000004665 Administrative Assistant III (AAS) - (7800) (7800)					

- 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.

Γ	Assign Roles 6 items			
	Ð	Role	Restricted to Single Assignment	Assigned To
	Θ	=		=

- 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.

