



Please Note: If information from Workday is required during completion of this form, the link below must be used to access the system. Failure to use this link may result in an "Unknown Error" during submission and form data will be lost.



This form may be used to request a Workday security role be added or changed.

For additional information on completing this form, please see the [Manager Form Instructions - Request Workday Security Role](#).

REQUEST WORKDAY SECURITY ROLE

Please run the report - PSU REP CR80001 Assignable Roles for Neocase - in Workday to see a list of all permitted roles to be assigned.

Requestor Information

Requestor
Name : *

User ID
(abc123) : *

Title :

Phone : *

Requests
(Single or
Multiple) : * Single

Work Unit : * Select...

Subject (Key
Word/Tag) :

Role Assignee

First Name : *

Last Name : *

Title :

9-Digit PSU
ID # : *

Email : *

Multiple
Jobs : * Select...

Effective
Date : * 

Role Change Details

Org ID : *

Add/Remove
: * Select...

Single Role
Change : *

Reason for
Request : *

Comments

Attachments



Add files...

Submit Request



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