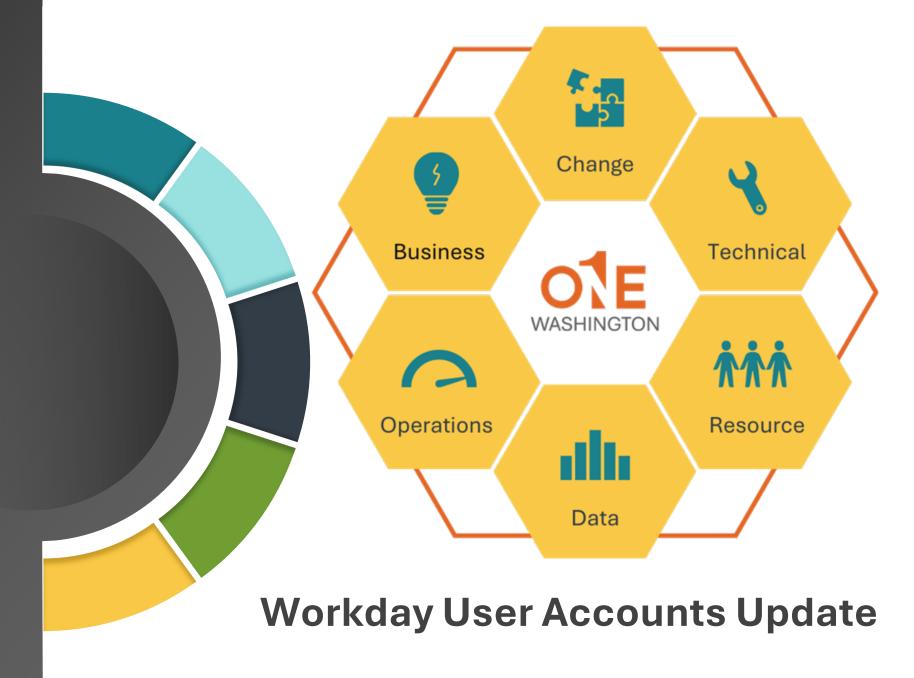Presented by,
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Workday User Accounts Update

Workday User Accounts Update Via Alicia Westlund

Topic	Overview	Reference
Auditing WD1A records	• During our End to End Tenant build, agencies successfully established 80% (approximately 3,000) of the required Workday Financials Phase 1A (WD1A) communication sub-type records in HRMS, based on the Security Role mapping surveys! • Next month, July 2024, we will begin auditing the remaining 20% (approximately 700) missing the required WD1A record in HRMS and compare against the SRM surveys. Agency Support Team (AST) Leads will be contacted with agencies needing to create or end date WD1A records.	
Who needs a Workday account	• OFM State HR - HRMS Business team is working to update and publish the definition of the HRMS WD1A communication sub-type record within the HRMS Data Definitions guide in early July 2024. The current definition was shared previously in a Service now message (June 2021) and will help agencies identify who may need an account. • Agencies are to create/review internal processes for the creating and disabling of the HRMS WD1A communication sub-type record. The process should be performed when onboarding and offboarding employees into and out of positions using Workday to perform job duties.	• [HRMS Data Definitions WD1A Communication Type](#) • OneWA Business Process Reengineering team looking to develop guidance to support your agencies with internal process.
How to establish, maintain, and disable Workday account	• Employees whose job duties require a Workday account, and whose personnel records are maintained in HRMS, are identified by creating a WD1A communication sub-type record in HRMS. • These users will continue to have security roles identified through the SRM survey process. • Higher Education employees and Contractors Workday accounts are identified through the OneWA SRM survey process.	• [Communication - Create New Record | HRMS Support Hub (wa.gov)](#) • [OneWA Security Role Mapping FAQ](#)