



Brown University
University Human Resources
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Student Employment

DATE: March 9, 2021

TO: Student Worker Managers

The University Human Resources Student Employment team is collaborating with Workday Program to implement a new approval step within student employment processes. The role of ***Student Reviewer*** in Workday will be required to audit, review and approve student transactions at the department level to ensure data is entered accurately for processes including add job, edit job and end job prior to the process routing to the UHR Student Employment team for final review. This role assignment is separate from the initiator of the student employment processes and will not be able to initiate processes and will be used for viewing access only.

We are asking departments to identify those who should be assigned to this new Student Reviewer role in your department. You can run the ***Roles for Organization and Subordinates*** report in Workday to view your department's current security roles and the individuals assigned.

Once you have identified the Student Reviewer for your area, please submit a ticket to the Workday Program team requesting the role assignment to the individual(s). Please submit a request no later than April 2, 2021. Changes will be implemented in mid-April.