

1. Navigate to worker profile.
2. Within Related Actions, access Security Profiles, then Assign Roles. Then you'll have the option to Add/Remove.
3. Input effective date.
4. Add/Remove role(s).
5. Submit

In the **Role Enabled For** column, enter the organization for which the **Role** is being assigned. Keep in mind that:

- HCM roles can only be assigned to supervisory organizations
- Finance roles can only be assigned to financial organizations (cost center, company, grant, gift, and their hierarchies)
- Academic roles can only be assigned to academic units

Please note: **HCM View-Only All** role assignments are centrally managed. If you need to change HCM View-Only All role assignments for your department, please contact the Employee Service Center at [employee\\_services@yale.edu](mailto:employee_services@yale.edu).

Specified Effective Date 09/01/2022

2 items

	Remove	*Role Enabled For	*Role	Update Later Dated Assignments	Role Assignees as of Specified Effective Date	Role Assignee Effective From	Role Assignee Effective Until	Role Assignments as of Assignee Effective From Date	Restricted to Single Assignment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0	09/01/2022		0	
<input type="checkbox"/>	<input type="checkbox"/>	CC0505 FASCHM Research Unit	Cost Center Requisitioner	<input type="checkbox"/>	243	02/16/2018		158	

enter your comment

There are two new columns to view

**Role Assignees as of Specified Effective Date** shows all who have been assigned the specified role as of the selected date at the specified organization.

**Role Assignments as of Assignee Effective From Date** show all historical instances of role assignments or removals at the specified organization.