

Step-by-Step Guide

Workday Key Request & Supervisor/Manager Key Approval Process

Security Services

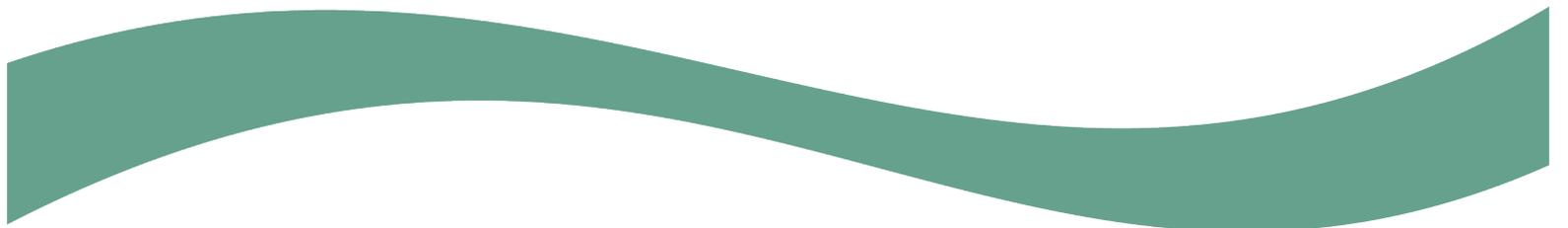


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Introduction

Welcome! This training guide outlines the step-by-step process for requesting keys within our organization. The key request process has been streamlined to enhance security, improve efficiency, and provide better oversight. By following these instructions, you will learn how to submit a key request, understand the approval workflow, and receive your key promptly.

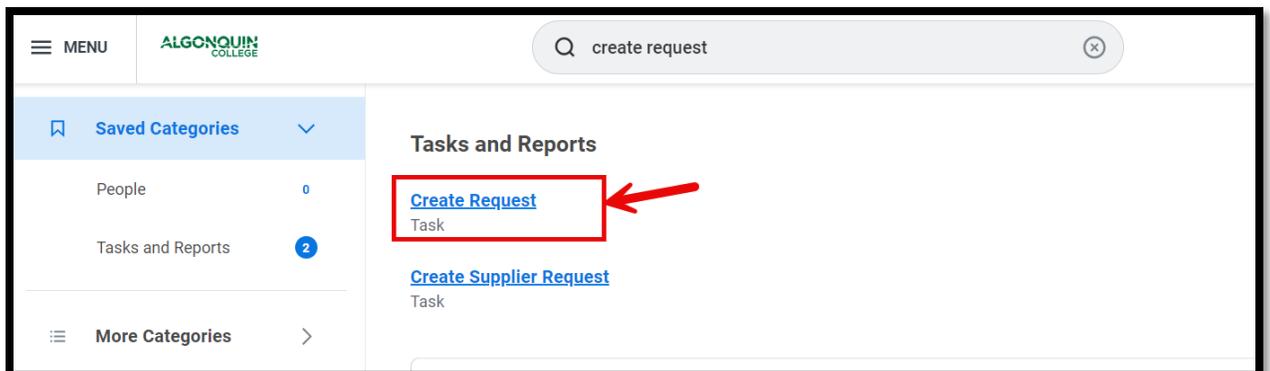
How to Create a Request – Key Request

These instructions will help guide employees on how to initiate a Key Request.

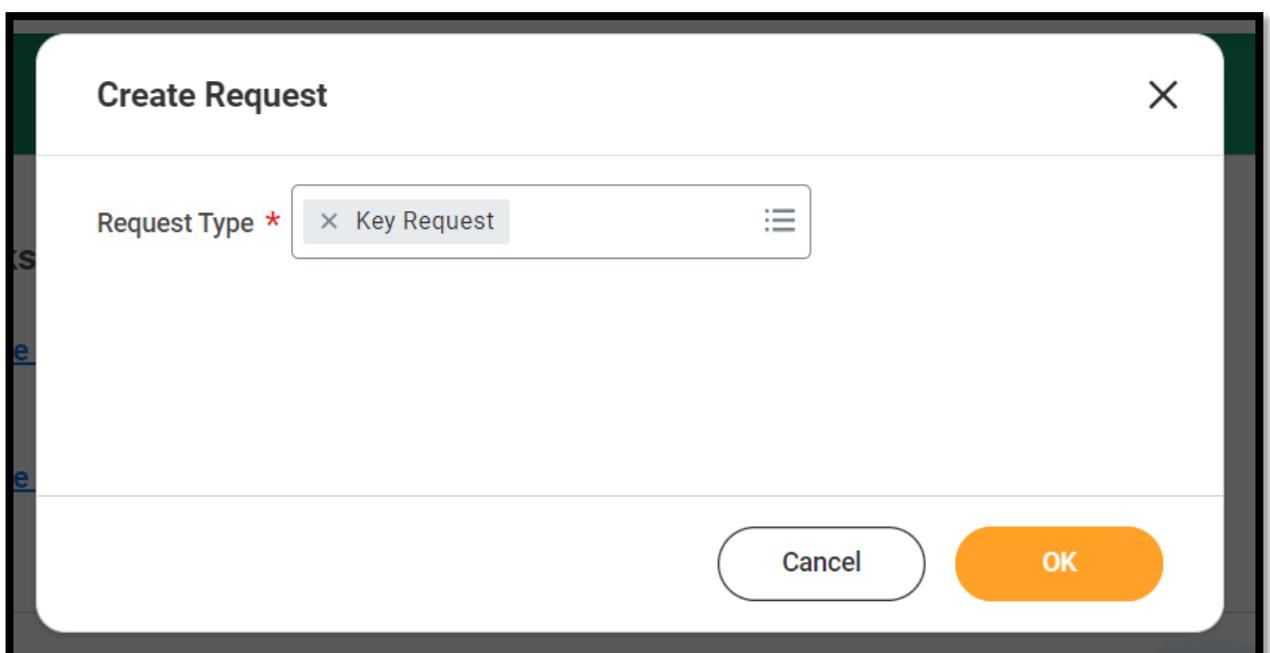
1. In the Workday global search box, enter **Create Request**.



2. Select the **Create Request** item from the list displayed



3. A 'Create Request' window will open. Enter or search for the request type **Key Request** then select OK.



4. The key request form will open. Please complete all required fields on the form, including the full names of any individuals involved. Carefully answer all the questions provided. Once you have reviewed and completed the form, click the "Submit" button to proceed.

Date of Key Request
(Required)

YYYY-MM-DD 

Your Name
(Required)

Name of Key Holder
(Required)

Key Holder Email Address
(Required)

Key Holder Status
(Required)

Administrative Staff

Faculty

Support Staff

Key Request Type
(Required)

New Key(s)
 Replacement Key(s)

Please provide a budget code
(Required)

123Z

Building
(Required)

CA (ACCE) ▼

Room Number
(Required)

123

Number of Keys Required
(Required)

1
 2
 3

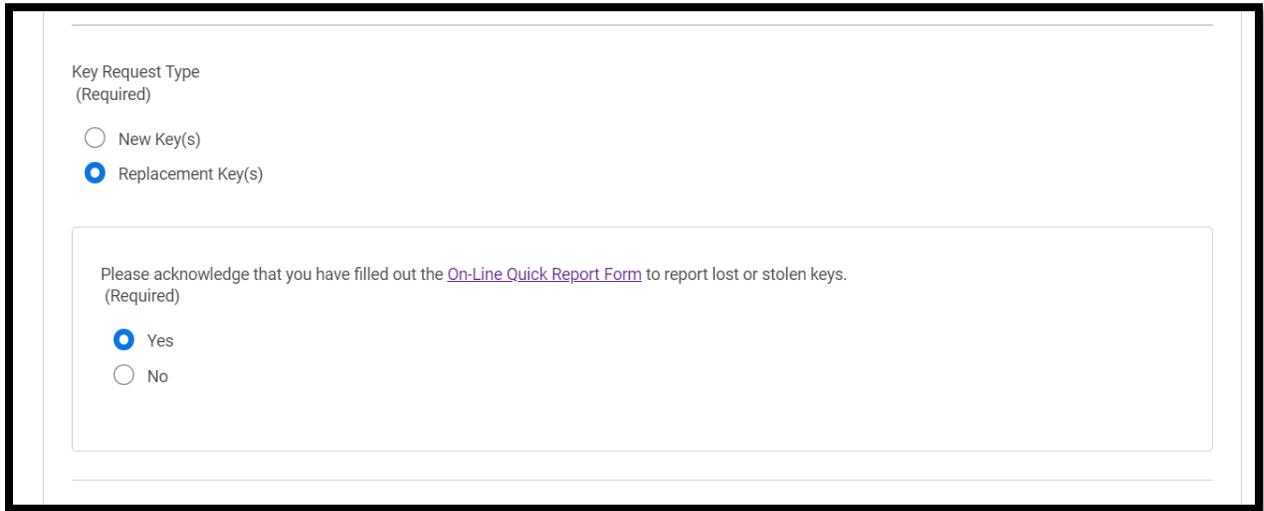
Narrative explanation of request (Indicate purpose and intended distribution / use of keys). If requesting keys for multiple rooms, please enter those room numbers here as well.
(Required)

Please take a moment to review the following policy and confirm you have read and understood it by acknowledging this message. [HS13 Key Control Policy](#)
(Required)

Yes
 No

enter your comment

NOTE: If you select 'Replacement Key(s)' for the Key Request Type, you will be asked a follow-up question about the quick report form. This report is required to document what happened to the original key. You must complete this online report before a replacement key can be issued.



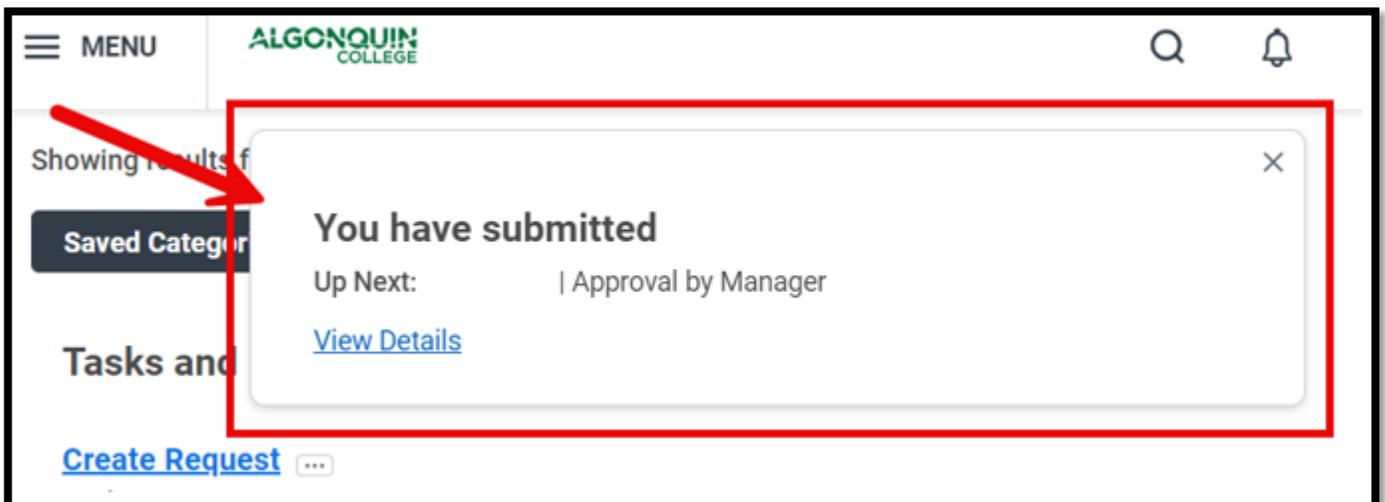
Key Request Type
(Required)

New Key(s)
 Replacement Key(s)

Please acknowledge that you have filled out the [On-Line Quick Report Form](#) to report lost or stolen keys.
(Required)

Yes
 No

5. A pop-up window will display a confirmation message upon submitting your key request. This message indicates that your request has been successfully submitted, however, it still requires approval from your supervisor or manager. Once your supervisor or manager approves the request, Security Services will then evaluate and process your request accordingly.



The individual who submitted the key request can monitor the progress of the approval process. They can see the current status, including the next step, which is approval by their manager. To view more information about the approval process, they can click on the 'View Details' link.

View Event Request Process : Key Request :

For Request : Key Request :

Overall Process Request Process : Key Request :

Overall Status In Progress

Details **Process**

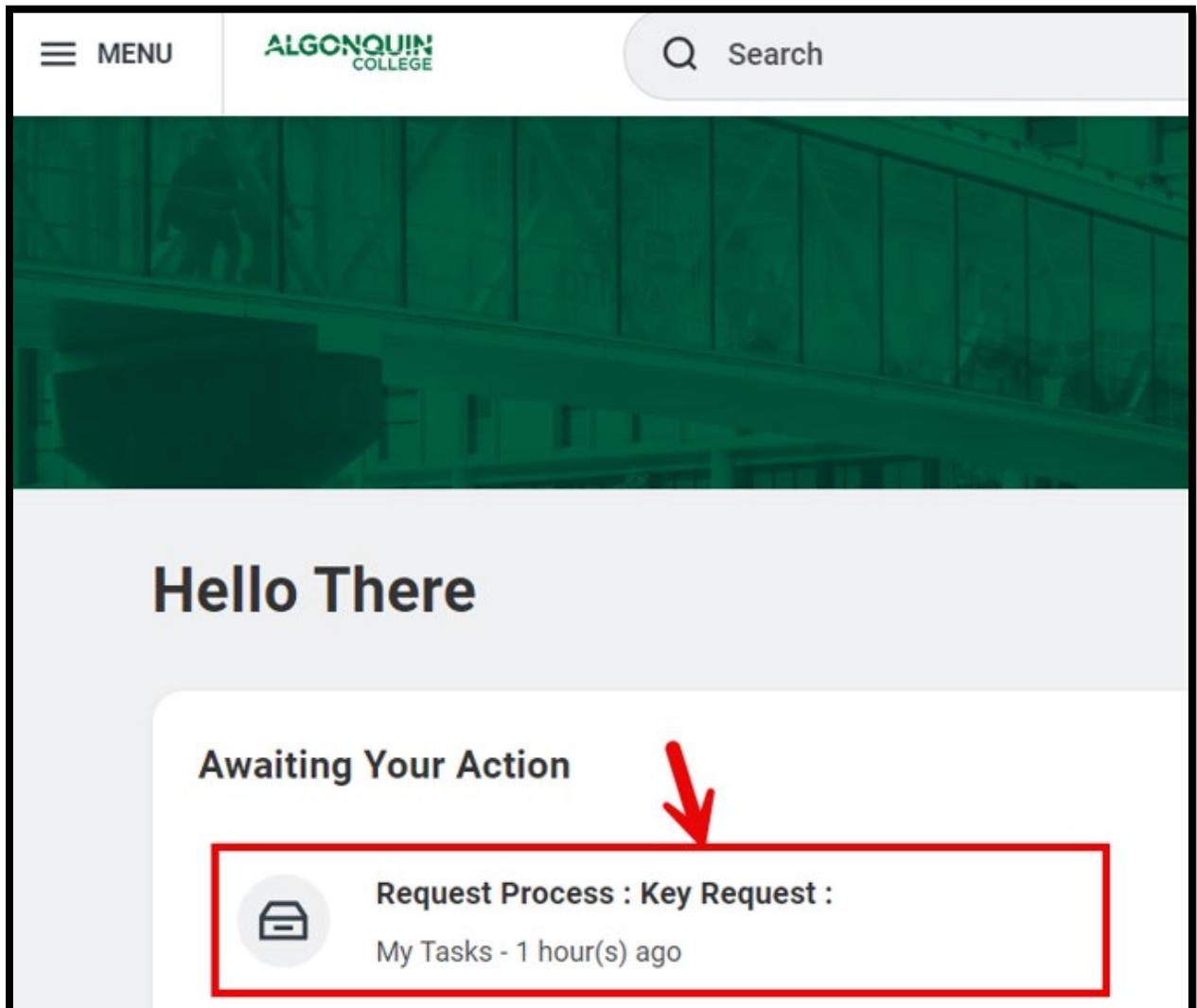
Process History 5 Items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Request	Request	Step Completed	2024-09-10 03:22:40 p.m.			1	
Request	Approval by Manager	Approved	2024-09-10 03:23:05 p.m.			1	
Request	Approval by Security Services Approval for Key Request Process	Approved	2024-09-10 03:23:40 p.m.		[Security Services Approval for Key Request Process)	1	
Request	Close Request	Awaiting Action			[Security Services Approval for Key Request Process)	2	
					(Security services Approval for Key Request Process)		

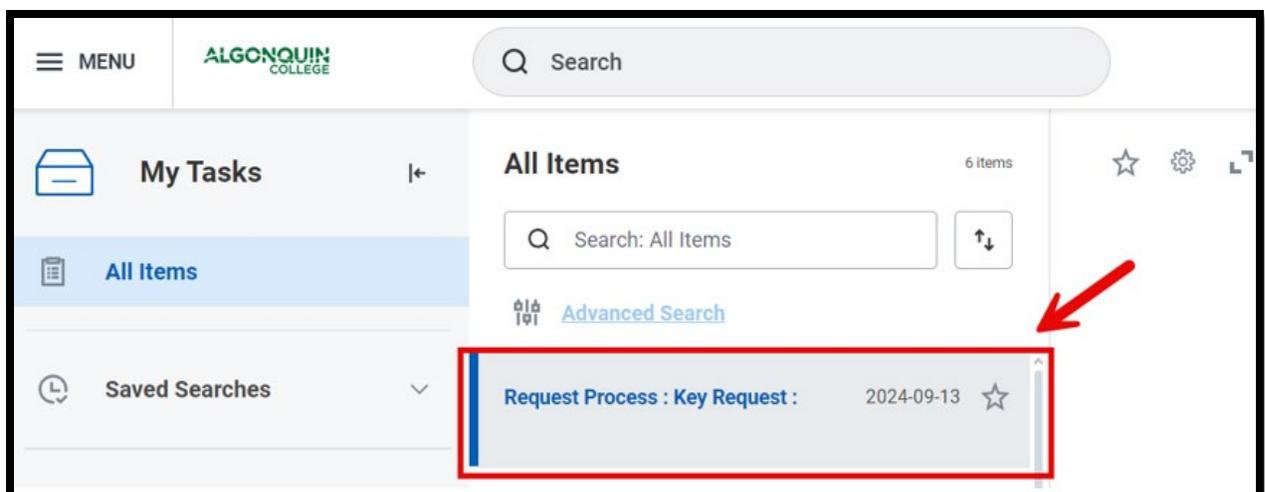
Supervisor / Manager Approval

These steps will guide supervisors and managers in approving Key Requests.

1. Key requests requiring their approval will be visible on the supervisor's or manager's home page within the Workday application.



The key request will also show in the inbox, located under “My Tasks”



Before approving a key request, managers can review the questions asked on the form and the employee's responses. If desired, the manager can add a comment to the request. Once reviewed, the manager can click the 'Approve' button to proceed.

Created: 2024-09-13

Review Request Process : Key Request

For Request : Key Request

Overall Process Request Process : Key Request :

Overall Status In Progress

Details to Review

Request Request : Key Request

Request Type Key Request

Request Date 2024-09-13 12:23:01.471 p.m.

Request ID REQUEST-20240913-1

Requester

11 items

Question	Answers
Date of Key Request	2024-09-13
Your Name	
Name of Key Holder	
Key Holder Email Address	

Key Holder Status	
Key Request Type	New Key(s)
Building	
Room Number	
Number of Keys Required	
Narrative explanation of request (Indicate purpose and intended distribution / use of keys). If requesting keys for multiple rooms, please enter those room numbers here as well.	
Please take a moment to review the following policy and confirm you have read and understood it by acknowledging this message. HS13 Key Control Policy	

enter your comment

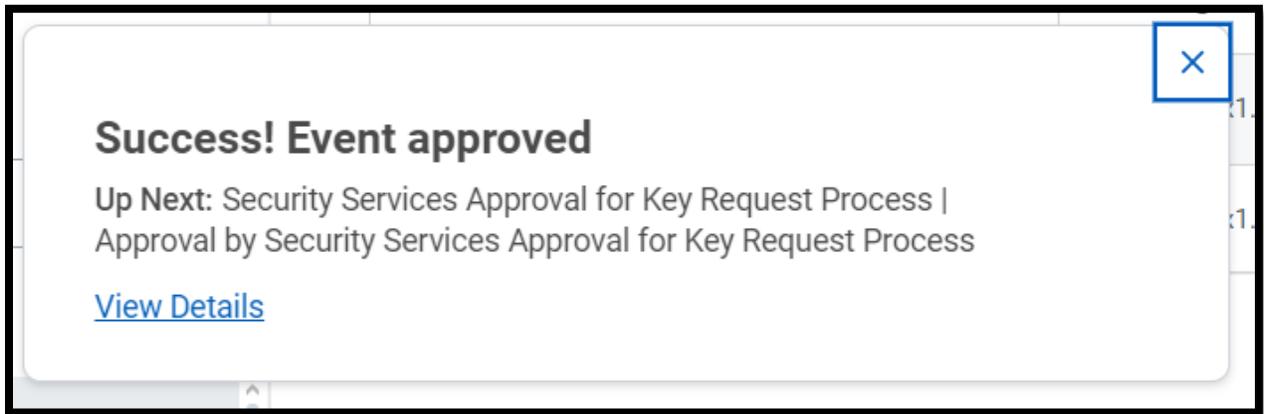
Process History

Request - Step Completed 3 hours ago

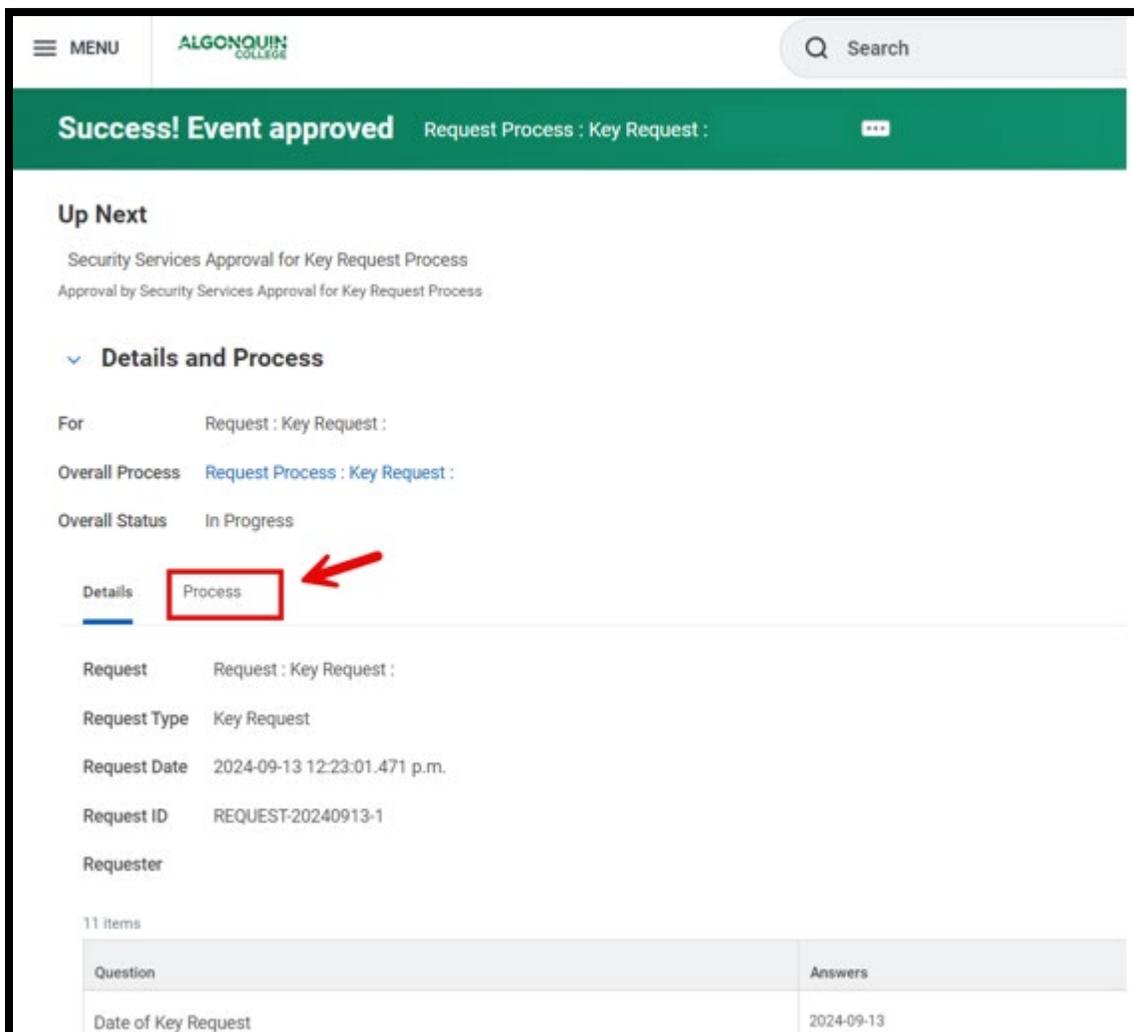
Approval by Manager - Awaiting Action

Approve Send Back Save for Later ...

Once you approve the key request, a window will display the next steps in the approval process.



To learn more about these steps, you can click on the 'View Details' link.



The details and process page will show the steps involved and the current status of each step

Success! Event approved Request Process : Key Request

Up Next
Security Services Approval for Key Request Process
Approval by Security Services Approval for Key Request Process

Details and Process

For Request : Key Request :

Overall Process Request Process : Key Request :

Overall Status In Progress

Details Process

Process History 4 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Request	Request	Step Completed	2024-09-13 12:23:01 p.m.		
Request	Approval by Manager	Approved	2024-09-13 03:40:24 p.m.		(Manager)
Request	Approval by Security Services Approval for Key Request Process	Awaiting Action			(Security Services Approval for Key Request Process)
					(Security Services Approval for Key Request Process)

Remaining Process
Click on the button below to review remaining process details.

Remaining Process

Done

Keys Ready for Pickup

Once the key is ready for pickup, the requester will receive an email with pickup instructions. Please bring a piece of identification or your Algonquin College employee card when picking up the key

Questions and Support

For any questions or assistance regarding key requests, including how to request or approve them, please send an email to keyscores@algonquincollege.com. A member of the security team will reach out to you to provide support.

