AGENDA

> Named Support Contact Update: Kanani Donaldson

> Workday Data Integrity
  – Data Entry Tips: Francisco Pacheco, Liz Mazzarella, Aaron Ford
  – Data Cleanup Efforts: Paula Ross

> Background for Holiday Taken: Paula Ross

> Unpaid Time Before a Holiday: Marisa Graudins
Agenda (continued)

- Legislative Update: Marisa Graudins
- Gender X: Marisa Graudins
- Layoff Tool: Lisa Hanna
- Administrative Excellence Certificate: Ujima Donalson
- Workday Reporting: Karen Matheson
Named Support
Contact Network
Update

Kanani Donaldson
Highlights

> Ability to add duplicate tile of 'BP Transactions Completed <30 days'

> Compiling NSC sourced 'Tips and Tricks' for Manage My Work dashboard to be published on the ISC website

> Sharing best practices across campus/departments
Upcoming

> Next NSC Network meeting: April
  – Invites to be emailed in coming weeks
> Changes to department NSC’s
  – Please contact your Service Partner
> Encourage in-person attendance for networking opportunities
Workday Data Integrity: Data Entry Tips

HCM Service Partners

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Enter Time for Non Exempt Salaried and Hourly Employees
Enter Time

Impacts

> Employee does not get paid their overtime hours worked
> Employee may file a complaint, grievance, and/or suit
> UW out of corporate, legal, and/or CBA compliance; may incur penalty charges
> Penalty charges may include back pay and liquidated damages
> Underpayment Processes slow down other core HR and payroll processes
Enter Time

The Enter Time process is to be followed by the following populations:

> All Non-Exempt Salaried Employees (NE S)
> All Hourly Employees (NE H) or (H)
Enter Time

Small Populations of Exempt employees required to enter time:

> 1199NW Research/Hall Health Nurses
> APL (for costing purposes only)
> Oceanography Exempt Staff (HR approved)
> Excepted Staff (HR approved)
Enter Time
Overview

Enter Time process is to be followed by the populations listed below:

- All Non-Exempt Salaried Employees (NE S)
- All Hourly Employees (NE H) or (H)

Small Populations of Exempt employees on campus:

- WFSE PMA Lieutenants
- 1199NW Research/Hall Health Nurses
- APL (for costing purposes only)
- Oceanography Exempt Staff (HR approved)
- Excepted Staff (HR approved)

This process will not be followed by Medical Centers' staff, as they will continue using Kronos for Time Tracking. However, UTemp workers who are placed in the Medical Centers and Workstudy students at the Medical Centers will use Workday Time Tracking.

Correction of time entries will follow this business process as well.

Initiation
Enter Time

Enter Time

Last updated Tuesday, August 8, 2017
Welcome to the video for Entering Time.

Entering Time is part of the Workday 101 set for all employees.

Please note that this video is not relevant to Medical Centers employees, who should continue to track and report time in Kronos.
Switch Primary Job

A introduction to the process and why it is necessary to end positons timely

Liz Mazzarella
Switch Primary Job

Why is there a need to process a Switch Primary?
Switch Primary Job

Processes that involve a Switch Primary:

> Add Additional Job:
  – This is what triggers a notice in HCM Initiates Workday inbox

> End Primary:
  – Primary position was not ended in Workday after Employment end date
Switch Primary Job

Decision Tree (3 categories)

There are several areas we review in order to determine the need for a switch:

> Priority Sequence:
  – Employment Type (Fixed Term/Fixed Term vs Temp/ Fixed Term)
  – Percentage of FTE
  – Employment Program
  – Duration of Employment (if the other 3 are all equal)

> Employee Type Priority order:
  – Regular
  – Fixed Term
Switch Primary Job

Almost done deciding… I promise!

- Fixed Duration LOA
- Fixed Duration Project etc.

> Employment Program Priority Order:
- Academic
- Professional Staff
- Classified
- Temporary Exempt> Stipend W/ Benefits>Stipend w/o Benefits
Switch Primary Job

Timing is Everything!

Let’s take a look at the 2018 HCM & Payroll Calendar:
Switch Primary Job

Resources

> Admins Corner: https://isc.uw.edu/user-guides/add_additional_job_stu/

> Search Tip: Type “Add addition job”
Employee Type and Subtype

Dates for One Time Payments

Ending Period Activity Pay

Aaron Ford
Employee Type and Subtype

Common errors in new employee setup

> Employee Type and Compensation Plan must match AND be in alignment with the Job Profile

> Know how to interpret Job Profile information
  – Assistant Director (E S 11)
  – Program Assistant (NE H SEIU 925 Non Supv)

> Employee Types for limited term positions
  – Salary-paid: Fixed Term (Fixed Term)
  – Hourly-paid: Temporary (Fixed Term)
Dates for One Time Payments

- Effective Date = 1st or 16th (beginning of pp when the OTP was earned)
- Scheduled Pay Date = when the work was completed
- Payment will occur on the pay date for that pp
  - Example: Student performed extra work on 3/5
  - Effective date 3/1, Scheduled Pay Date 3/5, Actual payout on 3/25 paycheck
Ending Period Activity Pay

- Effective date is today, no matter when payment will actually end
- Change the end date to the last day of the pay period when payment will stop
- Review Paid to Date and Remaining Balance fields
- Adjust Total Amount down to reflect the early end date – in most cases this will match the Paid to Date total.
Workday Data Integrity: Data Cleanup Efforts

Paula Ross
Data Cleanup

> The ISC is reviewing employee records for misalignments in data which could have been caused by
  – Bad data from prior systems/Conversion errors
  – New system learning curve
  – Data entry post go-live

> The investigation looks for things like
  – Misalignment between employee subtype/job profile
  – Missing employee end dates for fixed term or temp employees
  – Misalignment of employee subtype/job profile and salary plan
Cleanup Efforts

- Fixes will be done both by the ISC and departments
- Fixes impacting pay and benefits are being prioritized
- Potential data requests coming from ISC to departments
  - Time-sensitive
  - Confirmation of correct job profile
  - End dates
  - FTE?
- Communications will be sent regarding corrections impacting pay and benefits
Why is cleanup important?

> Ensure employees are being paid correctly
> Ensure employees are receiving benefits for which they are entitled
> Reports are accurately reflecting correct information
Holiday Taken

Paula Ross
Why do I need to enter Holiday Taken?

> Workday is configured to ensure we can pay people the appropriate premiums or have them collect Holiday Credit hours when they do work on a holiday.

> Workday does not allow us to "default" to holidays taken.

> The reporting team developed the following to help:
  – R0332 Audit Holiday Taken Time Off
  – R0335.1 Audit Holiday Taken Time Off Missing Entries
Unpaid Time Before a Holiday

Marisa Graudins
Rule

Unless a more specific collective bargaining agreement term, Professional Staff Program provision, or civil service rule applies, to be paid for a scheduled holiday, you must be in pay status as follows:

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Then you must be in pay status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified non-union</td>
<td>the <strong>entire work shift</strong> on your last scheduled work shift of preceding the holiday</td>
</tr>
<tr>
<td>Contract classified</td>
<td><strong>at least four hours</strong> on your last scheduled work shift preceding the holiday</td>
</tr>
<tr>
<td>Professional staff</td>
<td><strong>at least four hours</strong> on your last scheduled work shift preceding the holiday</td>
</tr>
</tbody>
</table>
Myth 1: Full Workweek

> A worker does not have to be in paid status for the entire workweek preceding the holiday to be paid for the holiday
Myth 2: Two-Fer

> There is no rule that says that a worker cannot place their paid time off on the day before the holiday when otherwise not paid for the rest of the month.

> It is recommended only that for interspersal purposes, that paid time off be placed on the first work day of the month for the continuation of employer paid benefits.
Myth 3: Automatic

> Workday does not automatically “unpay” the holiday when unpaid time off falls before.
> Audit report **R0012 Audit Unpaid Holiday** exists for departments to audit for scenarios where there is unpaid time off the day before the holiday.
> Med Ctrs Payroll Services also audits for this in Kronos.
Scenario 1

Unless a more specific collective bargaining agreement term, Professional Staff Program provision, or civil service rule applies, to be paid for a scheduled holiday, you must be in pay status as follows:

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC: 7 hours</td>
<td></td>
</tr>
<tr>
<td>LWO: 1 hour</td>
<td></td>
</tr>
</tbody>
</table>
## Scenario 1

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC: 7 hours</td>
<td>PAID for Professional and Contract Classified</td>
</tr>
<tr>
<td>LWO: 1 hour</td>
<td>NOT PAID for CNU Enter Unpaid Time Off</td>
</tr>
</tbody>
</table>

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## Scenario 2

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC: 3 hours</td>
<td></td>
</tr>
<tr>
<td>LWO: 5 hours</td>
<td></td>
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</tbody>
</table>
## Scenario 2

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
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</thead>
<tbody>
<tr>
<td>VAC: 3 hours</td>
<td>NOT PAID</td>
</tr>
<tr>
<td>LWO: 5 hours</td>
<td>Enter Unpaid Time Off</td>
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</tbody>
</table>
Scenario 3

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
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</thead>
<tbody>
<tr>
<td>VAC: 4 hours</td>
<td></td>
</tr>
<tr>
<td>LWO: 4 hours</td>
<td></td>
</tr>
</tbody>
</table>
## Scenario 3

<table>
<thead>
<tr>
<th>Work day before the holiday</th>
<th>Holiday</th>
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</thead>
<tbody>
<tr>
<td>VAC: 4 hours</td>
<td><strong>PAID</strong> for Professional and Contract Classified</td>
</tr>
<tr>
<td>LWO: 4 hours</td>
<td><strong>NOT PAID</strong> for CNU Enter Unpaid Time Off</td>
</tr>
</tbody>
</table>

**Enter Unpaid Time Off**
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<td>LWO</td>
<td>VAC 8</td>
<td>Holiday</td>
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Holiday PAID
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## Scenario 5

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<td>VAC 4 LWO 4</td>
<td>Holiday</td>
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Holiday **PAID** for professional and contract classified staff **NOT PAID** for CNU
Resources

> [http://hr.uw.edu/ops/leaves/holidays/](http://hr.uw.edu/ops/leaves/holidays/)
Legislative Update

Marisa Graudins
HB 2669 – Adding part-time employees to state civil service

> Part-time employees are already exempt from civil service provided they hold temporary status.

> Temporary is defined as working 1050 hours or less in a 12 month period.

> Expect redefinition of the words “temporary” and “part-time”.
HB 1434 – Shared Leave Parental

> Adds temporary pregnancy disability and parental leave as covered reasons for receiving shared leave
> A receiving employee may maintain up to 40 hours of vacation time off and 40 hours of sick leave
HB 2851 – Midnight Divide and Military Time Off

Clarifies that if an employee is scheduled to work a shift that begins on one calendar day and ends on the next calendar day, the employee shall be charged military leave for only the first calendar day.
HB 1298 – Pre-Employment Questions

Prohibits employers from asking any question about an applicant’s criminal record until after the employer initially determines that the applicant is otherwise qualified for the position.

- Excludes positions that may have unsupervised access to children or vulnerable adults
Timeline

- March 8 - Session ended
- June 7 – Unless otherwise specified, when the law takes effect
- TBD - Rule making, if necessary
Gender X

Marisa Graudins
Effective January 27, 2018, the DOH adopted a new rule that allows people to change the sex designation on their WA birth certificate to “X” to provide individuals with the option to have a birth certificate that aligns with their gender identity.

Workday currently accepts two gender options: Male and Female under personal information and for benefits enrollment.
Layoff Tool

Lisa Hanna

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Initiating a Layoff

Layoff Request Process

> Step 1 – Notify your HRC of need for layoff
> Step 2 – Enter layoff in Layoff Request Tool
  – Use UW Net ID to login to tool
  – Enter requested information
> Step 3 – Inform HRC you have entered layoff request
  – Tool does not automatically notify HRC of request
Layoff Review Process

Coordinate with your unit’s HRC

- After submitting layoff request in tool, work with HRC to finalize justification narrative explaining reasons for layoff
- HRC facilitates review of layoff (or reorganization) by:
  - Employee Relations Director
  - Attorney General’s Office
  - Labor Relations (if contract classified employee(s) impacted)
  - Pro staff, grant-related layoffs reviewed only by HRC
- Submit request 8-10 weeks prior to layoff effective date
- Layoff of 2 or more = justification memo
Administrative Excellence Certificate

Ujima Donalson

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Pod Certificate Program Changes

> Professional & Organizational Development (POD) has long offered a certificate program for employees to focus their professional development in three areas: Fiscal Management, Human Resources Administration, and Supervisory Skills.

> Each completed certificate serves as the equivalent of six months’ experience for related positions at the UW.

> POD has made numerous changes to the Fiscal Management Certificate due to more information about UW financial systems being available online or through other venues.
Pod Certificate Changes

> To better meet the demands of our shifting and dynamic workplace, the Fiscal Management Certificate is being retired and POD has launched a certificate in Administrative Excellence.

  
  – As with our other certificates, participants must complete their coursework within five years and the certificate will count for six months’ experience for related positions.
Support Professionals

SPRING RETREAT

Bell Harbor International Conference Center
Tuesday, April 17, 2018

Registration & event details: hr.uw.edu/pod/retreat/

Presented by UW Professional & Organizational Development, this one-day conference designed for administrative support professionals promotes on-the-job success and personal growth, with a focus on:

- Communication strategies
- Professional development
- Time management
- Stress reduction techniques

A unique learning environment that encourages sharing of ideas and best practices among colleagues.

For more information, visit hr.uw.edu/pod/retreat/ or contact pod-info@uw.edu.
Workday Reporting

Karen Matheson

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Need Reports Help?

> ISC Reports Catalog
  – find in Admins’ Corner
> Request Reports Help
QUESTIONS?