



HRPM ADMIN NETWORK MEETING

August 3, 2017

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INTEGRATED SERVICE CENTER



WELCOME



NANCY JAGGER

UNIVERSITY *of* WASHINGTON

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AGENDA

- > Welcome
- > ISC Update
- > Compensation Updates and Payroll Impacts
- > Reporting Update
- > Benefits Update
- > Q&A



ISC UPDATE

NANCY JAGGER

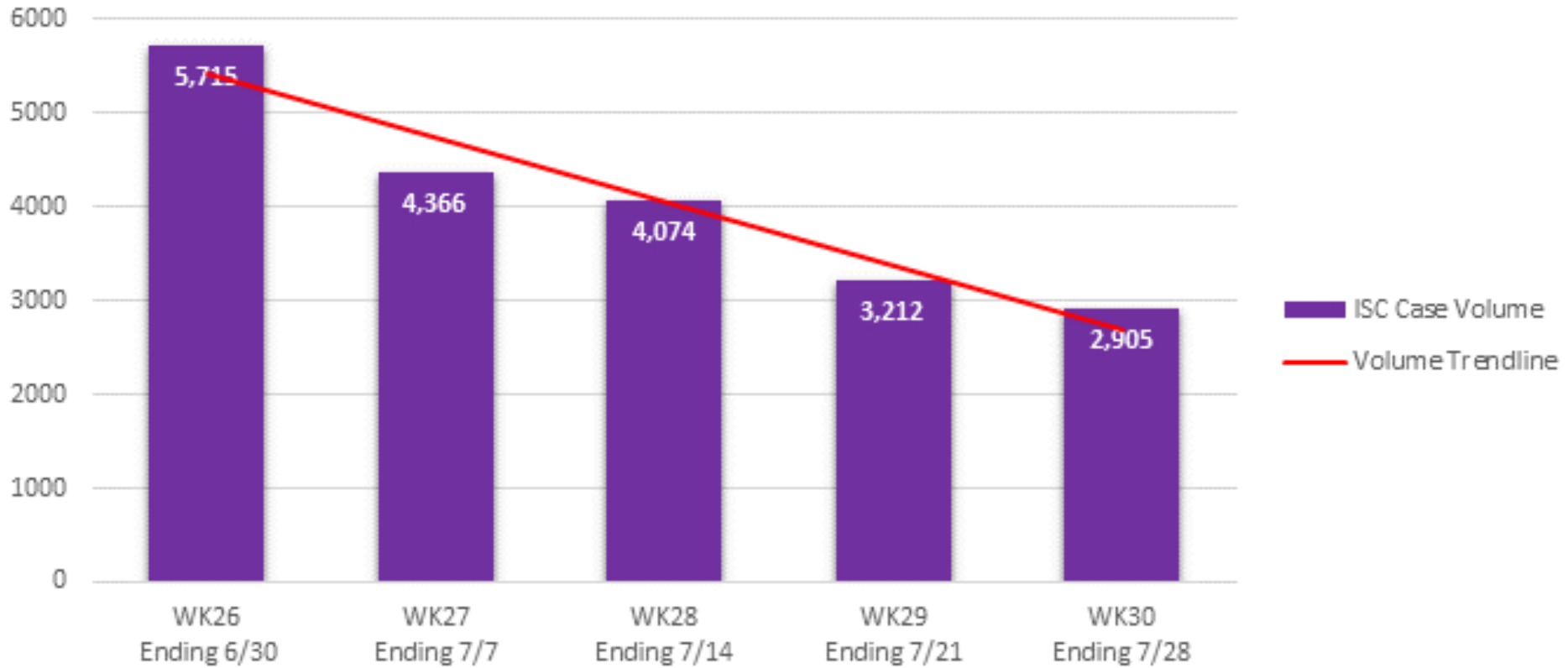
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MONTH 1! HERE ARE THE NUMBERS...

- > During the first 5 weeks of operations (24 business days), 20,923 cases have been created in UW Connect
 - In aggregate, this averages out to ~870 cases per day or 1.8 cases coming into the ISC every minute we are open for business
- > Main topics for inquiries coming into the ISC involve:
 - Benefits Enrollment/Eligibility
 - Security Change Requests
 - Supervisory Organization Change Requests
 - Time Reporting
 - Request/Correct Absence
 - Payslip/Payment Inquiries

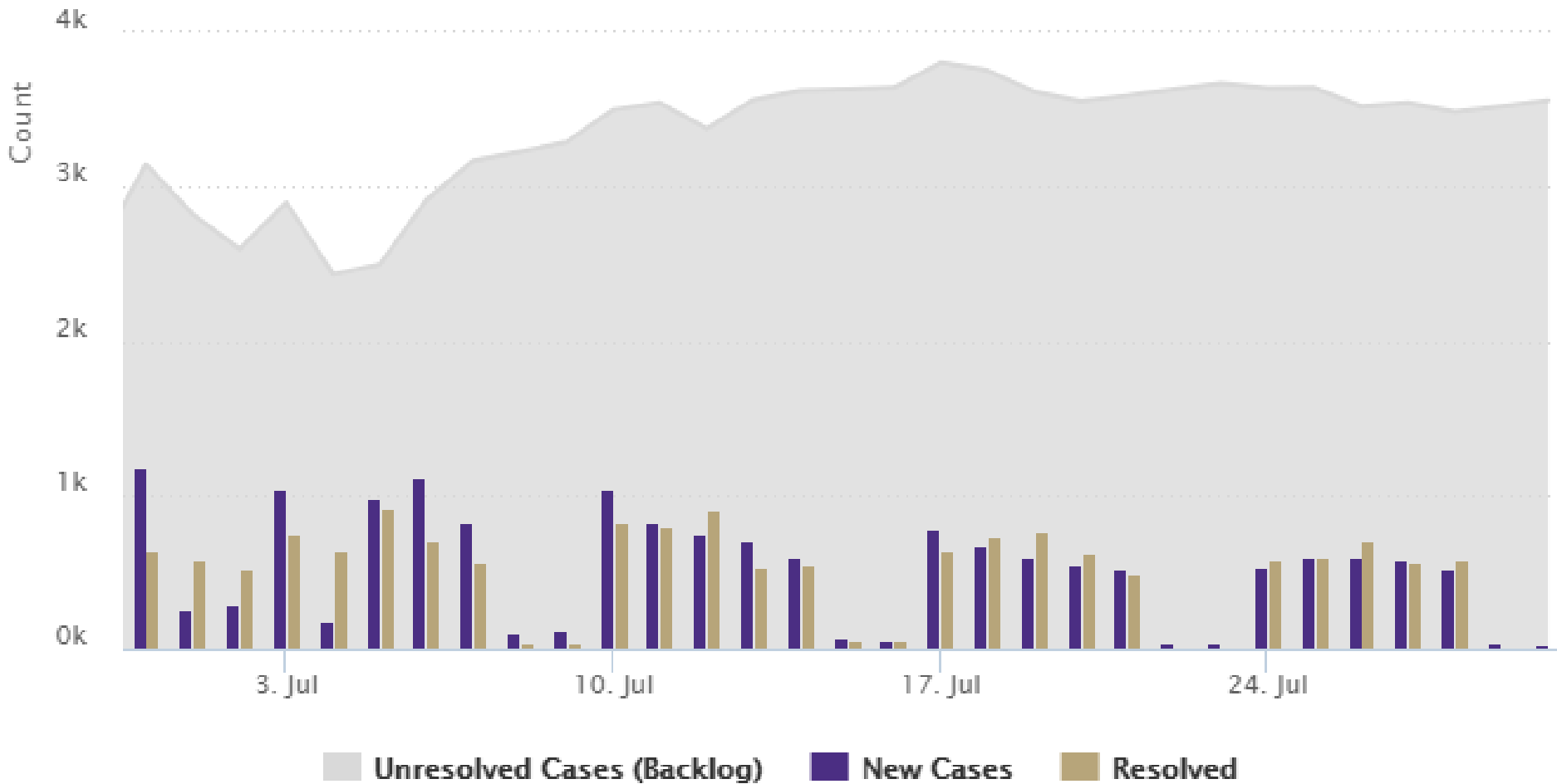
Weekly ISC Case Volume



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New, Resolved, and Unresolved Cases



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WE HEAR YOU

- > Communication on known issues
 - Making better use of the Admin Corner on ISC website
 - Consistent and streamlined information to you
- > Clarity on prioritization of tickets into the ISC
- > Better understanding of roles and responsibilities



COMPENSATION UPDATE AND PAYROLL IMPACTS

DONALD BERG AND CINDY GREGOVICH

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COMPENSATION UPDATE

TWO MOST COMMON ISSUES

- > Requesting TSI, TPI or ADS
 - You should not change an employee's base pay as part of the request compensation change transaction.
 - For a TSI, you should add an additional salary using the "Add" button that is below the base salary section.
 - For TPI or ADS, you should add an allowance using the section at the bottom of the request compensation transaction details page.
 - For more detailed information, please see the [user guide](#).

- > Progression Start Dates

PAYROLL IMPACTS

Top payroll reasons for errors or delays in payment:

- > Recording leave
- > End job - compensation removed
- > FTE %
- > Under and over payments (required information needed for payment)

Other payroll issues:

- > Stipends vs. Awards
- > Pay Slips (comparison to time records)



REPORTING UPDATE

JACOB MORRIS

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REPORTING – TIME

TIME REPORTS TO RUN EACH WEEK AND BEFORE PAYROLL

- > R0521 – Reported Time Blocks
- > R0283 – Unapproved Time in a Pay Period
- > R0408 – Zero Hour Timesheets
- > R0329 – Cost Overrides Done in Time Tracking
- > R0348 – Student Hours Summary
- > R0010 – Overtime by Employee

- > [My Team's Schedule](#) – can be used to view and adjust work schedules for employees

REPORTING - PAYROLL

PAYROLL REPORTS

Payroll Reports to run prior to [Final Pay Calculation](#)

- > R0430 – Earnings and Actuals - Prompt for Worker
- > R0431 – Earnings and Actuals - Prompt for Org.

Other useful reports

- > R0525 – Payroll Costing by Organization
- > R0525.1 – Payroll Costing by Allocation Cost Center

REPORTING - ABSENCE

USEFUL ABSENCE REPORTS

- > Workers on Leave, Workers Returning from Leave, Workers Returned from Leave
- > Time Off Results Summary
- > R0505 – View Time Off Balance - by Specific Employee
- > R0500 – Business Process Transactions Awaiting Action - Absence Focused
- > R0331, R0332, R0335 reports – search “Audit Holiday” in Workday

REPORTING – END DATES

USEFUL COMPENSATION REPORTS

- > Compensation Plan Assignments with Actual End Dates

- > RO321 - Upcoming End Employment Dates

REPORTING – UPDATES

KNOWN REPORTING ISSUES

Current Report Issues and Update

> ISC > Admin's Corner > [Workday Reports](#)

Access to Reports

> View-Only roles and reports



BENEFITS UPDATE

JULIETTE MIRSEPASY

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BENEFITS

TOP BENEFITS ERRORS

Integrations

- > 43 Integrations
- > Issues with HCA
 - 71 known employees
 - Researching dependent records
 - Temporary workaround

HCM Transactions

- > Benefits is a downstream impact to HCM changes
- > Refer to User Guides for correct entry to avoid redundant work
 - Ex: switch primary job
 - Ex: 200% FTE
 - Ex: corrections to term dates



THANK YOU FOR
YOUR DEDICATION
AND COMMITMENT!

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