



ISC JOB AID: Staffing Events for Academic Personnel

At UW, our academic workers can undergo a variety of changes that may impact their pay. The table below helps you determine what action to take in Workday based on the particular workers and scenarios. These processes are designed to avoid under/overpayments, and to ensure the worker's benefits are accurate.

Short Description	Scenario	Action	Notes
Quarter Gap	A quarterly appointed academic worker who taught in Fall will teach again in Spring of the same academic year, but is not teaching during Winter Quarter.	<p>Terminate the employee effective 12/15 and rehire effective 3/16.</p> <p>Reference the Termination - Voluntary Academic Personnel User Guide</p> <p>Reference the Hire Academic Personnel User Guide</p> <p>*update 12/19/17: employee may be eligible for new "Off Quarter Hiatus" Pilot Program. See Admin's Corner article for details.</p>	<p>Keep in mind a termination ends benefits as of the last day of the month. The employee can continue coverage with Cobra if desired.</p> <p>Workday will maintain their worker record so you will not need to reenter the employee's personal information if rehiring. Also, I-9s are valid for up to 4 months after an employee separates, so a new form will not be required after a one quarter break in service.</p>
Summer Quarter Teaching Gap	An academic worker who taught in Spring quarter has been reappointed for Fall quarter of the	Use the Request Leave of Absence process in Workday to place the worker on Summer Hiatus for the duration of time they are not teaching.	Workers must have a 9 month service period in order to be placed on Summer Hiatus. If the service period on your employee

	following year, but will not be teaching during Summer		is incorrect, initiate the Change Organizational Assignments process in Workday to update the service period.
Summer Quarter Gap - No fall appointment	A quarterly appointed lecturer who taught in Spring may be reappointed for Fall, but the appointment is still pending at the end of the Spring term.	Terminate the employee, rehire if necessary. Reference the Termination - Voluntary Academic Personnel User Guide Reference the Hire Academic Personnel User Guide	Workday will maintain their worker record so you will not need to reenter the employee's personal information. Also, I-9s are valid for up to 4 months after an employee separates, so a new form will not be required after a one quarter break in service.
Not working for a period of time	An academic worker with a 12 month service period is not working for a quarter.	Place employee on appropriate Leave of Absence and enter the appropriate time off type. Depending on the leave type, you may also need to enter Tracking Times for entitlements such as FMLA.	Leaves of Absence must be paired with time off in order to adjust a person's pay.
Reduced Funding – partial pay	An academic worker is working but has reduced funding and should be paid less.	<ul style="list-style-type: none"> - The worker must submit a request for Reduced Responsibility. - Once approved, use the Change Job process to reduce the worker's FTE, with the reason code "Reduced Responsibility." - Attach the approved Reduced Responsibility form to the business process. 	Reduced Responsibility form: https://www.washington.edu/research/policies/gim-38-faculty-reduced-responsibility-status-involving-external-funding/
Reduced funding- no pay	An academic worker is working but has reduced funding and should not be paid.	<ul style="list-style-type: none"> - The worker must submit a request for Reduced Responsibility. - Once approved, use the Change Job process to reduce the academic's FTE, with the reason code "Reduced Responsibility." - Attach the approved Reduced Responsibility form to the business process. 	It is critical to delete the compensation plan for employees who are reduced to 0% FTE in order to avoid payroll errors.

		- Delete the employees compensation plan	
Academic Affiliates	Academic worker is moving from an unpaid to paid job profile, such as a courtesy appointment to a part time lecturer or a clinical faculty moving from PDR to UW payroll.	Use the Change Job process in Workday to update the job profile, employee type, and compensation for the worker.	Refer to the Hire and Change Job for Unpaid Academics User Guide