



WORKDAY FUNDAMENTALS: HCM INITIATE 2 & ACADEMIC PARTNER

SESSION 2

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OBJECTIVES

UNDERSTAND AND PERFORM BUSINESS PROCESSES FOR ACADEMIC PERSONNEL

- Review Session 1
- Create Position – Faculty
- Hire – Faculty
- Hire – Graduate Student
- Assign Period Activity Pay
- Voluntary FTE Change

REVIEW SESSION 1

- In your own words, what is a Supervisory Organization?
- What are some of the differences between Position Management and Job Management staffing models?
- What are the two types of compensation changes, outside of the annual merit increase?
- What are the two formats you can export from Workday for reports?



CREATE POSITION FACULTY

CREATE POSITION

OVERVIEW

- A position is created when there is not already an existing one available for one of the following types of employees;
 - Staff Campus
 - Academic Personnel – indefinite and multi-year/librarian
- Positions can be created independently or as part of the requisition for staff
- Requisitions are not use for Academic Personnel

POSITIONS IN WORKDAY

Positions consolidate key job information:

- Job family
- Job profile
- Worker type
- Location
- Compensation range
- Level of full-time equivalency (FTE)

Position PN-0029106 HUMAN RESOURCES SPECIALIST, Campus HR Operations - Bette Midler

Actions

Supervisory Organization	HR: Campus HR Operations (Erin Rice (861003541))
Position Restrictions	PN-0029106 HUMAN RESOURCES SPECIALIST, Campus HR Operations - Bette Midler - ISC HR Office Partner (870009664)
Organization Assignments	Campus Mailbox: 354963 Company: UW1861 University of Washington Cost Center: 013000 CAMPUS HR OPERATIONS Service Period: 12
Worker	Bette Midler - ISC HR Office Partner (870009664)
Job Details	
Employee Type	Regular
Job Profile	Human Resources Specialist (E S 7)
Job Title	HUMAN RESOURCES SPECIALIST, Campus HR Operations
Business Title	Human Resource Specialist
Time Type	Full time
Location	📍 Seattle, Non-Campus
Location Weekly Hours	40
Default Weekly Hours	40
Pay Rate Type	Salary

Additional Information

- Job Description Summary
- Job Description

DEMONSTRATION

- 'Create Position' for an Assistant Professor
 - 'Job Profile' – Assistant, Associate, Professor

HIRE FACULTY and GRADUATE STUDENT

HIRE WIZARD

OVERVIEW

- Hire Wizard is to be used PRIOR to the hiring process
- Hire Wizard will help reduce duplicate person records in Workday by checking existing UW records
- Employee information found in Person Registry and Student Database determines the action needed in Workday
- Hire Wizard MUST be used for;
 - Academics/Affiliates
 - Students
 - Contingent Workers

HIRE WIZARD

PROCESS INITIATION

- Hire Wizard is to be used PRIOR to initiating the following processes;
 - Hire – Student
 - Hire – Academic Personnel
 - Change Job – Student
 - Change Job – Data Change – Extend Employment End Date – Student (eligibility)
 - Add Additional Job – Student (eligibility)
 - Contract Contingent Worker

ACADEMIC APPOINTMENTS

KEY CONCEPTS

- Academic Appointments track detailed information
 - Start/End Dates, rank, title, tenure status, academic unit
- Academic Appointments DO NOT drive pay or benefits
- All academics (paid or unpaid) will have an 'Academic Appointment' in Workday
- Academics can have multiple Academic Appointments in Workday
 - Joint, Dual, Administrative, Affiliate, etc.

ACADEMIC APPOINTMENTS

KEY CONCEPTS (cont'd)

- Appointments are distinct from 'Positions' in Workday
 - Academics will have BOTH an Appointment in an Academic Unit AND a Position/Job in a Supervisory Organization
- Academic Appointments are updated corresponding with actions, such as 'Reappointment' or 'Promotions'
- Academic Appointments can be ended independent of a 'Termination'
 - Example: ending of an administrative appointment

DEMONSTRATION

HIRE - FACULTY

- Hire an 'Assistant Professor'
 - Find the approved position
 - Attach the Academic Appointment packet to the hire business process
 - 'Academic Appointment' will be a sub process of the hire



WORKDAY JOB PROFILES FOR RA/TA/SA

CONSOLIDATED JOB PROFILES FOR RA/TA/SA

- When hiring a graduate student in Workday, it is important to choose the correct 'Job Profile'
 - 'Research Assistant (E S UAW ASE)' covers ALL previous 'RA/PDRA1/PDRA2' job codes
 - 'Teaching Assistant (E S UAW ASE)' covers ALL previous 'TA/PDTA1/PDTA2' job codes
 - 'Graduate Staff Assistant (E S UAW ASE)' covers ALL previous 'SA/PDSA1/PDSA2' job codes
- Do not choose any of the job profiles for 'Predoctoral Researcher' for any standard RA jobs
 - If you think you need to use it, call the Office of Fellowship & Awards
- Do not choose 'Research Assistant (E H UAW ASE) 'Job Profile'
 - The ISC is being asked to eliminate the job profile

WORKDAY JOB PROFILES FOR RA/TA/SA

CONSIDERATIONS

- Graduate student salaried positions are 'Fixed Term (Fixed Term)'
 - Refer to the Employee Subtype Decision Tree
- All student positions (graduate and under-graduate) must have an 'End Date'
- 'Scheduled Weekly Hours' drive FTE
 - Remember: DO NOT change the 'Default Weekly Hours'
- The compensation process will not work properly, and student will be paid inaccurately, if any of the above are incorrect
- Tuition waiver interface in SDB is tied to correct compensation information

DEMONSTRATION

HIRE – GRADUATE STUDENT

- Hire an 'RA'
 - 'Compensation Package' should auto-populate with 'General Compensation Package'
 - Do not change
 - 'Grade' should auto-populate to 'Grad Student RA'
 - Do not change
 - 'Grade Profile' indicates paying at the general/base rate
 - 'Step' is indicated with a number (1,2, or 3), indicating the salary schedule and the academic level (premaster, intermediate, candidate)

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PERIOD ACTIVITY PAY

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PERIOD ACTIVITY PAY

OVERVIEW

- 'Period Activity Pay' is a set amount evenly distributed over a defined period of time
 - 'Period Activity Pay' can only be attached to an existing job
 - You must first enter the job and have it approved
- 'Period Activity Pay' can be used for assignments outside of the Workers regular job
 - 'Activity Pay – Academic Personnel Supplemental Activities' – Faculty member working more than 100% FTE due to an emergency instructional coverage for an entire quarter
 - 'Activity Pay – Stipends/Fellowship' – Employee is in the 'Stipend' job family and is a graduate student eligible for GAIP benefits

DEMONSTRATION

'PERIOD ACTIVITY PAY' FOR AN 'SA' ON A STIPEND

- This can only be accomplished once the hire process is complete for the 'SA'



JOB CHANGE vs DATA CHANGE

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CHANGE JOB OVERVIEW

CHANGE JOB vs DATA CHANGE

- Change Job
 - Promotion: move to a 'Job Profile' with a higher maximum salary range or pay grade
 - Transfer: Workday functionality uses 'Transfer' to allow an initiator to request the move of an employee from another SupOrg
 - Later Move: Move to a new 'Job Profile' and 'Position'. Move to a new SupOrg may or may not happen
- Data Change
 - Location Change
 - 'End Date'
 - Going from Full Time to Part Time and vice versa

DEMONSTRATION

JOB CHANGE – DATA CHANGE

- ‘Voluntary FTE Change’ for faculty
 - ‘Scheduled Weekly Hours’
 - Establish the new FTE percentage



ASSESSMENT SECURITY ROLE REQUEST

ASSESSMENT AND SECURITY ROLE REQUEST

- The Assessment is timed for 30 minutes
- (Placeholder for assessment URL)
 - Select 'Account' to ensure you are logged in as yourself in Canvas
- From the ISC website
 - Select 'Security Role Request Change Form'