



WORKDAY FUNDAMENTALS: HR PARTNER

SESSION 2

UNIVERSITY *of* WASHINGTON

INTEGRATED SERVICE CENTER

OBJECTIVES

UNDERSTAND AND PERFORM THE RESPONSIBILITIES FOR HR PARTNER ROLE

- Session 1 review
- Hire – Student
- Add Additional Job – Student
- Request Compensation Change – Administrative Supplement (ADS) for Staff
- One-Time Payments
- Voluntary FTE Change
- Assessment

ROLE OVERVIEW

The HR Partner is a policy expert responsible for initiating and/or approving HR/Payroll business processes in Workday for academic personnel. The HR Partner has administrative responsibilities and will be the primary approver for business processes related to nonacademic personnel.

- The HR Partner can also perform the same tasks of the Recruiting Office Partner and Compensation Office Partner
- Provides insight into staffing, compensation details, and costing allocations

STUDENTS HIRE, ADD ADDITIONAL JOB

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

DEMONSTRATION

JOB MANAGEMENT HIRE FOR A STUDENT

- Hire a Student
 - Hire Wizard
 - Hire into a 'JM Student' SupOrg
 - Tutor



ADD ADDITIONAL JOB

OVERVIEW

- For current employees who need to be placed into another job without leaving their current job
- Additional jobs are completed directly within Workday if the job being added is an Academic or Student job
- Creating an 'Additional Job' should be considered when;
 - There is a different reporting relationship
 - The job needs to be distinctly reflected within the Supervisory Organization

ADD ADDITIONAL JOB

ASSUMPTIONS

- Multiple job scenarios may necessitate switching the designated 'Primary' job in Workday
 - ISC will review the details and analyze the 'Additional Job' before completion to ensure transactional integrity
 - ISC will review the jobs based on several factors to determine which job will be considered 'Primary' and which one will be the 'Additional Job'
- Workers with multiple jobs will have all jobs appear on the 'Worker Profile' page
 - The 'Additional Job' is denoted by the '+' icon
 - On the 'Worker Profile' page, Workday will default to the 'Primary'

DEMONSTRATION

ADD ADDITIONAL JOB

- Student
 - Reader/Grader



REQUEST COMPENSATION CHANGE ONE-TIME PAYMENTS

REQUEST COMPENSATION CHANGE

OVERVIEW

- Facilitates a compensation change for an employee outside of the annual merit increase
- Two types of changes;
 - Base Pay
 - Allowance
- 'Request Compensation Change' does not include;
 - Compensation above base salary paid on a schedule. This is managed by 'Activity Pay'
 - Compensation that is variable and not paid on schedule. This is managed by 'One-Time Payments'

DEMONSTRATION

REQUEST COMPENSATION CHANGE

- Compensation change – Staff
 - Allowance
 - ‘Administrative Supplement’ (ADS)



KNOWLEDGE CHECK

- **True or False:** You must check Hire Wizard PRIOR to hiring Staff.
- What are some factors to consider when adding an 'Additional Job'?
- What is the difference between a 'Base Pay' change, and an 'Allowance'?



ONE-TIME PAYMENTS

OVERVIEW

- 'One-Time Payments' are single installments for services rendered, a job duty fulfilled, or a lump sum payment based on an agreement that is included in a paycheck
- Justifications for one-time payments are required in the 'Comments' section of the business process
 - Refer to the user guide for 'One-Time Payments'
- Overtime eligible professional staff do not qualify for excess compensation

ONE-TIME PAYMENTS

REASONS/CATEGORIES

- Award/Award (Grossed Up) – University/Unit sponsored
- Incentive Pay
 - Contract performance
 - ICA game and special events
 - KUOW Story
 - Retention
- Others
 - International Location Allowance
 - Moving Expense Payment

DEMONSTRATION

ONE-TIME PAYMENTS

- \$500 Award (Grossed Up)
 - Professional staff



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 ProStaff
 - ‘Scheduled Weekly Hours’
 - Establish the new FTE percentage



ASSESSMENT SECURITY ROLE REQUEST

ASSESSMENT

- The Assessment is timed for 30 minutes
- (Placeholder for assessment URL)
 - Select 'Account' to ensure you are logged in as yourself in Canvas

SECURITY ROLE REQUEST

- Upon completion of the Assessment;
 - From the ISC website, select 'Admin's Corner'
 - Within 'Forms/Systems', select 'Workday Security Role Change Request Form'
 - Complete the form and submit to have the 'HR Partner' security role added in Workday