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

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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
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