HR ADMIN FORUM/HRPM ADMIN NETWORK MEETING

September 7, 2017
WELCOME

NANCY JAGGER & ERIN RICE

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
AGENDA

> Welcome
> Benefits Announcements & Open Enrollment – Katy Dwyer & Amy Hawkins
> Absence Lessons Learned in Workday – Erin Rice & Jessica Rudy
> Workday 29 Release Update – Paula Ross
> Merit Process – Paula Ross
> Returning Faculty from Summer Hiatus – Paula Ross
> ISC Website & Training Updates – Jessica Rudy
> HR Updates – Erin Rice
Benefits Update
HR Administrators Forum
September 7, 2017

- PEBB Open Enrollment
- Benefits Fairs
- Flu Shot Clinics
- Transitions
PEBB Open Enrollment

• Open Enrollment is November 1 - 30
  – Changes are effective January 1, 2018
  – Changes can be made to:
    • Medical plan
    • Dental plan
    • Flexible Spending Account (FSA)
    • Dependent Care Assistance Program (DCAP)
    • Add previously uncovered dependents
PEBB Open Enrollment

• PEBB Medical Plan Benefits
  – Uniform Medical Plans:
    • No 2018 benefit changes
  – Kaiser Permanente (formerly Group Health) medical benefit changes:
    • Adding Prescription Deductible and Out-of-Pocket max to all Kaiser plans except CDHP
    • Kaiser CDHP benefit additions:
      – Consulting Nurse Hotline
      – Access to CareClinics @ Bartell Drugs added
  – SmartHealth – Additional wellness incentive for completing Well-being Assessment
2018 Medical Premiums

• Monthly Medical Premiums increased approximately 9%
  – Example – UMP Classic:
    • Employee only:       2017 = $ 94   2018 = $102
    • Employee & Spouse:  2017 = $198   2018 = $214
    • Employee & Children: 2017 = $165   2018 = $179
    • Employee & Family:  2017 = $279   2018 = $291
PEBB Open Enrollment

• Workday will support online enrollment changes for UW employees
  – No UW employee access to PEBB online portal
• ISC will provide more information about process
• Remind faculty & staff: *keep home address updated in Workday* – impacts benefits enrollment & HCA communications
• HCA will send newsletters direct to employees
UW Benefits Fairs

Tuesday, October 31
Health Sciences Lobby

Wednesday, November 1
Harborview Research & Training Building

Thursday, November 2
Seattle Campus HUB

10 a.m. to 3 p.m. – all locations
Flu Shot Clinics

• Flu shots covered by all PEBB plans
  – Claim forms completed @ clinics
  – UW Medicine employees – reminder to get receipt
• Begin Monday, September 25
• Look for email to campus
Transitions

• Katy is retiring from the UW this fall!
  – YEA!!!!!!!!

• Amy Hawkins is interim Executive Director of Benefits October 1
  – YEA!!!!!!!!
  – Katy will assist Amy behind the scenes for a few weeks, then drift away into a happy retirement!! 😊
QUESTIONS?
UW CareLink Vendor Change – July 1

Improved and Expanded Services

> Multilingual call center answered by counselors with masters or doctoral degrees
> Five counseling sessions per issue – in person, by phone, or video
> Unlimited legal, financial and eldercare consultations, answered by in-house representatives
> Unlimited management consultations by phone – includes coaching and support for supervisors/managers.
> Traumatic workplace incident response
UW CareLink through ComPsych

> ComPsych is based out of Chicago
  – 33,000 client organizations in over 140 countries.
  – The new contract also saved the University significantly over its five-year term.
  – Same toll-free number
  – Please bookmark - hr.uw.edu/worklife/uw-carelink/
  – www.uwcarelink.com - no longer available
  – New brochures/feedback - please email worklife@uw.edu
Leaves of Absence (LOA) in Workday – Lessons Learned

- Sick time off and LOA are not the same
  - minor illnesses/injuries and medical appointments are sick time off
  - FMLA, parental and disability leave are LOAs
  - Time offs route to the manager, LOAs route to a central Absence Office Partner

- “FMLA” is not visible as a LOA type at the request stage. Use “LOA-General Request-Sick/Injured Leave” or “LOA-General Leave Request- Becoming a Parent”

- Employees on an approved LOA need to request time offs, not additional LOAs. Use the comment boxes when on intermittent leave

- Workday LOA requests need to be supported by medical (DO NOT send to the ISC), medical paperwork needs a corresponding Workday request

- Shared leave donations need the recipient’s name/EID and cost center for donation
ABSENCE LESSONS LEARNED IN WORKDAY

ERIN RICE & JESSICA RUDY
REQUESTING LEAVE OF ABSENCE

1. Request Leave of Absence
   - Entered by the employee or HR/Academic Partner
   - Routes to HR for absence approval

2. Request Time Offs (sick, vacation, unpaid, etc.)
   - Entered by the employee or Time & Absence Initiate for all weekdays during the leave
   - Impacts time off balances and/or pay (in case of unpaid time off)
   - Routes to the Time & Absence Approver

3. Enter Tracking Time Offs (FMLA, parental, etc.)
   - Entered by HR/Academic Partner
   - Impacts entitlement balances
WORKDAY DEMONSTRATION

SICK TIME OFF & LEAVE OF ABSENCE

1. Request Sick Time Off

2. Add Tracking Time Off – FMLA

3. Add Tracking Time Off for intermittent leave
REQUESTING LEAVE OF ABSENCE

Leave Of Absence Example Calendar - Staff: Becoming a Parent Leave (FMLA Approved)

Policy Details: http://hr.uw.edu/ops/leaves/parental-leave/
Workday User Guide: https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_sc/

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
REQUESTING LEAVE OF ABSENCE

Leave Of Absence Example Calendar:
Faculty on Sick Leave

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>✓ LOA - Self - Disability Leave (FMLA Approved)</td>
<td>✓ Tracking Time Off - FMLA (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>✓ LOA - Self - Disability Leave (FMLA Approved)</td>
<td>✓ Tracking Time Off - FMLA (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>✓ LOA - Self - Disability Leave (FMLA Approved)</td>
<td>✓ Tracking Time Off - FMLA (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>✓ LOA - Self - Disability Leave (FMLA Approved)</td>
<td>✓ Tracking Time Off - FMLA (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>✓ LOA - Self - Disability Leave (FMLA Approved)</td>
<td>✓ Tracking Time Off - FMLA (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
<td>✓ Sick Time Off (days)</td>
<td>✓ Sick Time Off - Week (days)</td>
</tr>
</tbody>
</table>

Leave of Absence Job Aid available on the ISC website:

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
WORKDAY 29 RELEASES

BIGGEST CHANGES

> New look for employee profile
WORKDAY 29 RELEASES

BIGGEST CHANGES

> Improved error messaging
> USCIS new 2017 version of Form I-9 being delivered with Workday release on 9/9
> For any I-9 Forms that are in process before 9/9 must be completed by 9/15
> If they will not be completed by 9/15 they need to be cancelled and restarted
> Form I-9s started after 9/9 will follow the normal process with 2017 form
<table>
<thead>
<tr>
<th>DATE</th>
<th>MERIT ACTIVITY</th>
</tr>
</thead>
</table>
| 8/21 – 9/8| • Units submitted final merit recommendations to OPB  
            • Units input increases for permanently budgeted position in BGT Salary Module  
            • Academic Personnel, HR & OPB review merit increases & notify units of approval |
| 9/8       | Unit leadership notify employees of salary increases                                                                                          |
| 9/8 – 9/11| Unit administrators run report R0535 and save Excel file of current compensation information for comparison                                       |
| 9/12      | ISC loads new salary rates into Workday                                                                                                |
| 9/12 – 9/15| Units review new full-time rates in Workday & work with the ISC to submit corrections                                                       |
| 9/18      | ISC communicates to campus that salary data has been updated                                                                              |
| 9/18 – 9/29| Units work with ISC to enter September 16 promotions & related comp changes in Workday                                                          |
Any transactions that impact the successful load of merit will be cancelled or rescinded by the ISC.

- Approx. 140 transactions are currently being assessed.
- If the ISC cancels or rescinds the transaction we will notify the department
- ISC reviewing the possibility of reloading rescinded transactions

Retro transactions that relate to allowances, unit salary plans and temporary salary increase plans will not impact base pay changes when entered on or after 9/18/2017
MERIT

Faculty Notes

> Merit will be loaded for faculty who are missing compensation if on the merit spreadsheet

> Actual end dates for fixed term employees will be extended to the end of the academic year. Academic units will need to update the end date if it should be shorter.

> Returning faculty not currently active in Workday will need to have minimum 2% merit added when proposing compensation. AHR/ISC will audit to ensure this is happening
RETURN FROM SUMMER HIATUS

PAULA ROSS

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
RETURNING FROM SUMMER HIATUS

PROCESS FOR RETURNING FACULTY FROM SUMMER HIATUS

> Faculty on summer hiatus with an expected end date of 9/15 will be returned from summer hiatus by the ISC
  – *Units will need to update FTE as needed using the “02-Summer FTE Change Reason in Workday*

> Communication will be sent out with reporting information to assist in review FTE

> If faculty are returning from summer hiatus before 9/15, units will need to return them in Workday
ISC WEBSITE & TRAINING UPDATES

JESSICA RUDY
## CHANGES TO THE ISC WEBSITE

### UPDATED ADMIN’S CORNER

### ISC-Provided Services for Administrators

**Frequently Used Forms**
- Workday Configuration Change Request Form
- Retropay Worksheet (Excel)

**Delegations**
- About Workday Delegations
- Workday Delegation Form

**Reports**
- About Workday Reports
- Workday Report Request Form

**Security**
- About Workday Security Groups and Security Roles
- Workday Security Role Change Request Form

**Sup Orgs**
- About Sup Orgs
- Workday Supervisory Organization Change Request Form
TRAINING UPDATE

> Classroom-style training in October: revision

> The training team is in the process of revamping their training classes to offer more options and levels of training
PREPARATION FOR FALL QUARTER

> Resources on hiring for fall quarter are available on the ISC website

> We will also be providing materials for faculty, students, & employees who are returning from summer break and are new to Workday

> Visit the Admin’s Corner for more information
THANK YOU FOR YOUR DEDICATION AND COMMITMENT!