Hello and welcome to the first NSC Meeting!

Please sit in the row that corresponds with your birth month
NAMED SUPPORT CONTACT NETWORK MEETING

February 14 & 15, 2018

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Welcome

• Who are the Named Support Contacts (NSCs)?
  – Workday “Power Users” who can provide direct feedback to ISC staff
• What is the role of an NSC?
  – Work with Unit Change Leaders to help decide/implement change
• What is the purpose of NSC Network meetings?
  – Network with your counterparts across campus
    ▪ Share ideas, best practices, lessons learned
  – Collaborate with the ISC
  – Build Workday subject matter expertise
• Why am I sitting in an assigned row?
  – Opportunity to start meeting your counterparts
  – Follow-up opportunity to work with the people in your row
    ▪ Wait for it! There’s an activity later during the meeting
Agenda

• Welcome
• Manage My Work Dashboard
• Networking Activity
• Move Worker
• Payroll Updates
• Temporary Salary Increases
• Q&A
MANAGE MY WORK DASHBOARD

Betsy Buswell & Heidi Tilghman

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Manage My Work Dashboard

• Ideal for HR Partners, Academic Partners, HCM Initiate 2s to gain insight into the overall activity of the units they support
  – NEW
    ▪ **In-Progress Transactions** (previous 90 days)
    ▪ **Completed Transactions** (previous 30 days)
  – Existing
    ▪ Menu of relevant reports: HR, Time Tracking, Finance
    ▪ And other report tiles, such as:
      o Audit Workers On Leave
      o Dashboard
      o Unapproved Time in a Pay Period R0283 - Dashboard
      o Etc.
• Updated using input from a small focus group of administrators who helped prioritize which report tiles were featured and what processes they displayed
Manage My Work Dashboard – What do you think?

- Would it be helpful to have multiple tiles with the same reports?
- Potential duplicate tiles:
  - BP Transactions Completed <30 days
  - In progress BP Transactions
- Why duplicate?
  - You can configure each tile to focus on specific Supervisory Organizations
  - This can give you different views into sections of your organization, and potentially improve performance
Networking Activity

• You’re currently sitting in a row with individuals born in the same month as you

• Please arrange yourselves in your row in numerical order by the day of the month that you were born (1-31)
  – If you are sitting in a row with multiple months, focus on the numerical order, and not the months

• The earliest birth date should be the end of the row to your right, and the latest birth date should be at the end of the row to your left
Tips & Tricks on using the ‘Manage My Work Dashboard’

• We would like your help in creating a Tips & Tricks worksheet to help our colleagues around the UW best utilize the Manage My Work Dashboard

• Over the next two weeks we would appreciate it if all of you could come up with ways in which the ‘Manage My Work Dashboard’ is helpful to you in your own work

• So, how are we going to compile this information...?
Tips & Tricks on using the ‘Manage My Work Dashboard’

• The people at the end of each row please stand up – you are the Team Captains for your row. Congratulations!!

• We’d like everybody to send your ‘tips & tricks’ to your Team Captains by Thursday, 3/1. Your Captains will forward those on to the ISC and we’ll compile those and post them on the ISC website for all to see

• We’re going to pass around a sign-in sheet, now. If you’re a Team Captain, please put a star (*) next to your name

• The ISC will send Team Captains a list of your team members. We ask that Team Captains reach out to team members within the next week so team members have your email addresses when they are ready to submit their tips
MOVE WORKER

Kanani Donaldson

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
New Process – Change Job – Data Change – Move Worker

• The Change Job – Data Change process can now be used to move student workers between supervisory organizations
• Reason code "Data Change – Lateral move – Sup Org Move Only"
• Routes only to the HR Partner for approval
• This option is for student workers only
• You can still make requests to move staff and academic workers
  – Contact the ISC for moves related to data clean up
  – Contact UWHR to initiate changes due to reorganization
Payroll – Common Errors

• Lateral moves:
  – Paid Academic to Unpaid Academic
    ▪ Employee Type must change to Unpaid Academic
    ▪ Salary Plan must be removed from Compensation
    ▪ Changes between Paid and Unpaid Academic must happen on the first day of a pay period
  – Graduate Student Position to Stipend Position
    ▪ Employee Type must change to Stipend
    ▪ FTE must be 0%
    ▪ Compensation is ONLY Period Activity Pay for Stipends. Be sure to remove any other salary plans from Compensation

• Data Changes:
  – Reduction of FTE to 0%
    ▪ Compensation must be ended effective the day before an employee moves to 0% FTE
Payroll – Common Errors

• Compensation Plans
  – Ensure the correct plan is entered for the correct Employee Type or Job Profile
    ▪ Stipends with Period Activity Pay Only
    ▪ All hourly employees (students and non-students) use General Hourly Plan only
    ▪ Separate Salary Plans for Trainees, Graduate Students and PDR/Practice Plans

• End Employment Dates on positions:
  – End Employment Date does not end payroll
    ▪ End Employment Date is a trigger to End an Additional Job or Terminate an Employee
    ▪ Hourly positions with an End Employment Date in the past are still available in Time Tracking
  – Compensation plan was not extended with the End Employment Date
    ▪ R0321 will show position End Employment Dates and Compensation End Dates
    ▪ Hours entered on a position with no compensation will cause a Payroll Error
Payroll – Common Errors

• Hours submitted by student and hourly workers:
  – Applying hours worked to a wrong position or ended position
    ▪ If the position is not ended (End Additional Job), the student can select the position in Time Tracking
    ▪ Retroactively moving the hours to a different position can result in an overpayment and a Payroll Error

• Late LWO (leave without pay) initiated:
  – Overpayment correction of time as part of retro pay
    ▪ Workday is fully integrated so late reporting of LWO will reduce the next paycheck
    ▪ Retro LWO hours can result in negative earnings causing a Payroll Error
Overpayments

• Processes have changed with the implementation of Workday
  – Auto correction of overpayment
  – Net repayments for active workers
  – Timing and the submission of paper forms

• Reviewing complete Overpayment process
  – Process improvement; efficiencies
  – Updating policies and forms

• April 2018 NSC meeting will cover:
  – More information to come!
TEMPORARY SALARY INCREASES

Aaron Ford & Jean Swarm

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Temporary Salary Increases

• Should NOT be entered as an adjustment to the base salary
  – When the term of the temporary increase ends– ALL compensation will go away!
Temporary Salary Increases
Temporary Salary Increases

Total Salary & Allowances: $6,231.00

Compensation Package: General Compensation Package
Grade: CC SEU Local 925 Regular Pay-94-R055
Step: Step M Top Auto - 5782 USD
Company: UW1661 University of Washington

Plan Assignments:

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Plan Type</th>
<th>Compensation Plan</th>
<th>Assignment</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/2017</td>
<td>Salary</td>
<td>Temporary Salary Increase Plan</td>
<td>449.00 USD Monthly</td>
<td>03/01/2018</td>
</tr>
<tr>
<td>08/01/2017</td>
<td>Salary</td>
<td>General Salary Plan</td>
<td>5,782.00 USD Monthly</td>
<td></td>
</tr>
</tbody>
</table>
Temporary Salary Increases

- Temporary Salary Increase
  - For Classified Staff and OT-eligible Professional Staff
  - Minimum increase of two steps (classified staff) or 5% (pro staff)
  - Must be on a step on the pay table
  - Maximum duration of 12 months
  - Use reason code: Additional Salary Plan > Add Temporary Salary Increase Plan

- Temporary Pay Increase
  - For OT-exempt Professional Staff
  - Minimum 5% increase
  - Maximum duration of 12 months, can be extended
  - Use reason code: Allowance Change > Add Temporary Pay Increase

- Never adjust the base salary for a temporary increase
Q & A

Move Worker, Manage My Work Dashboard, Payroll, Temporary Salary Increases

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER