AUGUST NSC NETWORK
AGENDA

- Welcome – Kanani Donaldson
- UWHires Best Practices – Michael Campbell
- Hiring Graduate Students – Michelle Drapek
- Contacting Your Service Partner – Jessica Rudy
- Return from Summer Hiatus and Merit – Kanani Donaldson
- Open Question and Answer
FLOW

> New Position
  - Create Workday Position
  - Create Workday Requisition

> Existing Position
  - Straight Replacement
    > Create Workday Requisition

> Modified Position (Class Change)
  - Edit Position Restrictions
  - Create Workday Requisition
CREATE POSITION – WHAT WE REVIEW

> Position Request Reason
> Job Posting Title (Working Title)
> Availability Date
> Earliest Hire Date
CREATE POSITION – WHAT WE REVIEW

> Job Profile Name
> Job Description Summary
> Job Description
> Time Type (FT = 100%; PT all others)
> Worker Sub-Type
> For Professional Staff Job Profiles – Appropriate Forms
> User Guide – Create Position – Staff Campus
  – [https://isc.uw.edu/user-guides/create_position_sc/](https://isc.uw.edu/user-guides/create_position_sc/)
JOB PROFILE NAME TYPES

> For all Regular Professional Staff and All Classified (both regular and temporary) Positions
  – The job profile name associated with the job profile number

> For Temporary Professional Staff Positions
  – Position is 6-9 months and greater than 20 hours per week
    > Project Appointment – Overtime Covered (NE S X)
    > Project Appointment – Overtime Exempt (E S X)
    > Project Appointment – O/T Exempt 11-14 (E S X)
  – Position is less than 6 months and/or less than 20 hours per week
    > Limited Term Appointment – ProStaff (NE H)
WORKER SUB-TYPES

> **Regular** – All Non-Temporary Salaried job profiles (NE S and E S)
> **Fixed Duration Project** (Fixed Term) – SEIU and WFSE job profile project positions (NE S and E S)
> **Fixed Duration LOA** (Fixed Term) – SEIU and WFSE job profile Leave of Absence positions (NE S and E S)
> **Temporary** (Fixed Term) – All hourly classified job profiles and the Limited Term Appointment – Prof Staff job profile (NE H)
> **Fixed Term** (Fixed Term) – All ProStaff Project Appointment job profiles (NE S and E S)
> [https://isc.uw.edu/admin-corner/self-svc/worker-type-and-sub-type-decision-trees/](https://isc.uw.edu/admin-corner/self-svc/worker-type-and-sub-type-decision-trees/)
PROF STAFF FORMS - REGULAR

- All Regular ProStaff positions EXCEPT Research Scientist/Engineer
  - Professional Staff Position Description form (PSPD)
- All Regular Research Scientist/Engineer positions
  - Research Scientist/Engineer Questionnaire
- All Regular NON-Research Scientist/Engineer Research positions
  - Research Activities Form AND
  - PSPD
PROSTAFF FORMS – TEMPORARY

> All Temporary ProStaff Positions
  – Professional Staff Temporary Position form (PSTP)
  – IF Research Scientist/Engineer position ALSO Research Scientist/Engineer Questionnaire
  – IF NON-Research Scientist/Engineer Research position ALSO
    > Research Activities Form (Research Coordinator, Consultant, Manager)
CREATE REQUISITION

> Recruiting Details
  – Position Request reason
  – Replacement For
  – Recruiting Start Date
  – Target Hire Date
  – Target End Date REQUIRED if Temporary position
    > LTA and Temp Hourly – no more than 12 months
    > Project, FDA Project, and FDA LOA between 6-9 months
CREATE REQUISITION – CONT’D

> Job

- Job Posting Title (Working Title)
- Job Profile Name
- Job Description Summary (Job Posting language)
- Job Description – for a Workday Requisition from an existing Workday PN review to ensure matches Job Profile in Workday PN
CREATE REQUISITION – CONT’D

> Worker Sub-Type
> Time Type
> Scheduled Weekly Hours
  – All Full Time are 40
  – Part Time less than 40 (establishes FTE %)
  – Hourly are always 0
> Work Shift
  – First Shift for most positions
> User Guide – Create Job Requisition – Staff Campus
  – https://isc.uw.edu/user-guides/job_requisition_existing_position_sc/
RECRUITMENT QUESTIONNAIRE

> Posting Length
> Locations
> Advertising
> Limited Recruitment
> Proposed Compensation
> Supervisory Position (#)
> Text Fields
  – Temporary Direct Hire Use
  – Character limit
BEST PRACTICES

> Review Inbound Hire
  – Goes to HCM Initiate 2
  – Check for errors
    > No errors – Approve
    > Errors – Contact Employment Representative
      – Provide correction
      – Cancel Inbound process (HCM Initiate 2)
      – Resend Hire (Employment Representative)
      – Review resent Inbound Hire (HCM Initiate 2)
BEST PRACTICES

> Overlap
  – Current employee MUST be leaving
    > Terminated
    > Retiring
    > Changing Job
  – The above processes MUST be complete
    > Effective Date can be in the future
    > Post completion steps do not have to be complete
HIRING GRADUATE STUDENTS

MICHELLE DRAPEK, THE GRADUATE SCHOOL
Entering new appointments
- Stipend jobs (two-step approval process)
- GAIP coverage cut-off date: 10/3/18
- Future-dated appointments will not be visible

Payroll quarter dates
- Tuition waivers
- GAIP eligibility

Stipend/fellowship jobs
- Period Activity Pay type should match stipend job type
- Paying stipends over the SDB
COSTING ALLOCATIONS

> Changes to costing allocations in Workday for a quarter *during* that quarter automatically result in changes to the tuition waiver charges *for that quarter only*
  > You will see activity on your budget within a few days so you should not initiate expense transfers

> Recommendation: If you initiate costing allocation adjustments for a quarter, wait until that quarter is over to confirm that all expenses/adjustments hit your budget accurately. Initiate expense transfers only after the quarter has ended (and give it some time).
TUITION WAIVERS

> Automatic interface between Workday and the SDB
> Tuition charges will post at the end of August
> Automatic waivers will disburse by Monday, September 24
> Common problems with waivers:
  – Systems take approximately 2 business days to update and account for tuition waivers. Please allow time.
  – Enrollment requirement: 10 credits
  – Student number must be in Workday: See “Other IDs”
  – Stipends: be sure to add Period Activity Pay
> Do not direct questions about waivers to the ISC!
CONTACT—FELLOWSHIPS & AWARDS

> Helene Obradovich, Director
> Michelle Drapek, Assistant Director
> gradappt@uw.edu / 206.543.7152
> User Guide – Hire – Graduate Student Fellowship/Traineeship
  – https://isc.uw.edu/user-guides/hire-graduate-student-fellowshiptraineeship/
CONTACTING YOUR SERVICE PARTNER

JESSICA RUDY

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
CONTACTING YOUR SERVICE PARTNER

> To streamline our operations, HCM Service Partners will no longer respond to direct emails regarding Workday.

> Service Partners will continue to answer tickets and phone calls.

> Please send your questions to ischelp@uw.edu, there is no need to CC your service partner on those emails.

> Change starts Tuesday September 4th.
Advantages of Tickets

> **Faster Turnaround:** fewer inboxes = quicker responses and no lost messages

> **Status Updates:** check ticket status using My Requests.
  - [https://uw.service-now.com/uwc.do?sysparm_direct=true#/myrequests](https://uw.service-now.com/uwc.do?sysparm_direct=true#/myrequests)

> **Coverage:** Messages in UW Connect are accessible by all ISC staff increasing visibility and coverage.
Advantages of Tickets

> **Traceability**: all relevant information about an issue are captured in a single place

> **Data and Metrics**: ISC and unit leaders regularly audit ticket data to identify opportunities for training and improvement, and also to determine if workloads are being evenly distributed.
SUMMER HIATUS AND MERIT

KANANI DONALDSON

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
RETURN FROM SUMMER HIATUS

TIMELINE

> **Sept. 17** – ISC will perform a mass return of all Academic Personnel who are on Summer Hiatus with an ‘Estimated Last Day of Absence’ of Sept. 15

> **Sept. 18 – 28** – units verify individual FTE and positions for all Academic Personnel

> **Sept. 28** – all necessary changes must be made in Workday **prior to 5:00 p.m.**
RETURN FROM SUMMER HIATUS

REPORTS AND RESOURCES

> R0047 Summer Hiatus Audit Report
  – Start Date: June 16, 2018
  – End Date: September 15, 2018
> Academic Summer Hiatus User Guide
> HCM & Payroll Calendar
> Admins Corner – Summer Hiatus in Workday
RETURN FROM SUMMER HIATUS

RESOURCES

> Leave of Absence – Summer Hiatus – Academic Personnel user guide
  – https://isc.uw.edu/user-guides/loa_summer_hiatuas_ap/

> Admins Corner – Summer Hiatus in Workday

> HCM and Payroll calendar
MERIT DEADLINES AND ACTIVITIES

TIMELINE AND RESOURCES

> **September 13-14**
  - Units run Merit Adjustment Validation Report to review new full-time rates, work with ISC on any corrections and changes

> **September 15 – 19**
  - Units enter transactions **effective 9/1** that were held for merit

> **September 20 – 28**
  - Units enter held transactions **effective 9/16**
QUESTIONS AND ANSWERS
How do you access the recruiting questionnaire after you complete it?
- Search for the requisition within the Staffing tab in the Sup Org.

How soon can you get a NetID and husky card?
- The NetID process happens after the Hire completes.
- Employees can get their husky card 2-3 business days AFTER their first day of work.

What is the Recruiting Office Partner looking for when the department wants to do a direct hire, or knows a person/candidate they want considered for a position?
- Let your Recruiting Office Partner know if you have someone you want to look at.
- The Recruiting Office Partner makes sure they are meeting minimum qualifications for the position before they forward the candidate on to the department.
HIRING GRADUATE STUDENTS

> What is the deadline for entering new appointments for students and for GAIP?
  - Everything must be entered in by Oct. 3rd for GAIP.
  - Anything after that will require an appeal to the benefits office.

> What if the student number is missing in the student’s profile in Workday?
  - If the student number does not show in the ID’s section, the ISC can enter in the number.
When will employees be able to see their merit increase in Workday?

- September 13th

What security roles will be able to see the merit adjustment report?

- The same security roles that can run R0536, Merit Data Audit Report;
  - Academic Chair/Chair’s Delegate, Academic Dean/Dean’s Delegate, Academic Partner, Costing Allocations Coordinator, HCM Initiate 2, HR Partner, Manager, VO-Staff-Comp-Cost.

If an employee's FTE has changed and they have already entered into Workday all of their Holiday Taken Time Off, how can that be corrected in Workday?

- The Time and Absence Initiate can Correct Absence. For directions, please see the user guide.
  - [https://isc.uw.edu/user-guides/correct_time_off/#1-overview](https://isc.uw.edu/user-guides/correct_time_off/#1-overview)
Have we made progress on an improvement for faculty who are on partial leave without pay?

- We need to ensure that the faculty benefits are not impacted negatively. Once we have determined that, and we have configured for it, we will communicate it to campus. More to come!

For per diem faculty payments, we have an issue with the fluctuating FTE to pay them. Is there going to be a different structure to pay them to avoid benefits eligibility?

- It is being reviewed. Once there is a determination, we will communicate it to campus.
When tracking time off for FMLA for a worker that works 4, 10 hour shifts, I get a notification to normalize their schedule. What does that mean?

- The design is such that while on leave, a worker should have their work schedule changed to a standard Monday – Friday, 8 a.m. – 5 p.m. Upon returning from leave, then they should be returned to their normal work schedule in Workday.

When making changes on a worker that is OT eligible, what should the effective date be?

- You should be making those changes on a Monday to best accommodate the work week schedule.

How do you know when to do a costing allocation? Especially when it’s a notification associated with a Hire or Job Change?

- You can run R0569, Business Process Transaction Details, to view what has recently been completed.