

# JUNE NSC NETWORK MEETING



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# Agenda

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- > Compensatory/Holiday Time Cash Out – Tram Obligation
- > Move Worker(s) Staff – Kanani Donaldson
- > Admins' Corner – Easier to Navigate – Jeff Blancato
- > Summer Hiatus Reminders – Kanani Donaldson
- > Open Q&A



# COMPENSATORY – HOLIDAY CASH OUT



TRAM OBLIGACION

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# TIMELINE AND RESOURCES

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- > Units will initiate Holiday Credit and Compensatory Time payout in Workday
  - Begin: June 30
  - Deadline: July 4, 9:00 p.m.
- > View Time Off Balances by Organization R0044
- > R0335 Audit Holiday Taken Time Off
- > R0012 Audit Unpaid Holiday



# MOVE WORKER(S) STAFF



KANANI DONALDSON

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# Highlights

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- > Move Worker(s)
  - Staff and Students only
- > Move Worker can only be used when moving employees from one subordinate Sup Org to another WITHIN a top-level Sup Org
- > Move Workers can be initiated by HCM Initiate 2's and HR Partners
  - If initiated by HCM Initiate 2, will route to HR Partner for approval



# ADMINS' CORNER EASIER TO NAVIGATE



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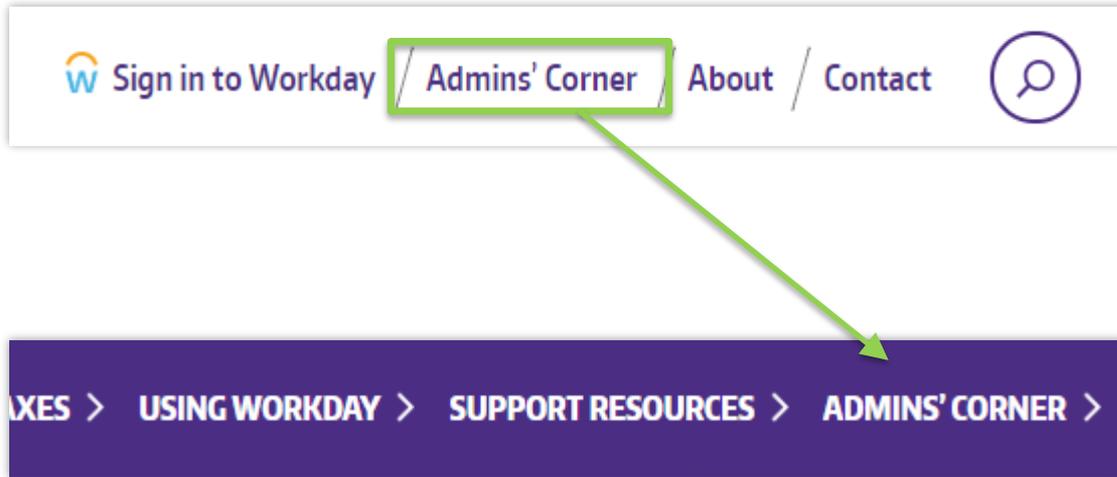
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# Site navigation: Before and After



# Site navigation: Before and After



# New Admins' Corner Menu



The screenshot shows a navigation menu with a dark purple header and a white content area. The header contains four items: 'YOUR PAY & TAXES', 'USING WORKDAY', 'SUPPORT RESOURCES', and 'ADMINS' CORNER'. The 'ADMINS' CORNER' item is selected and expanded, showing a list of links and resources. The links are organized into several sections: 'Admins' Homepage' (with a pushpin icon), 'Campus Engagement', 'HCM Resources:' (with a list of 'HCM Resources' and 'Employee Type and Subtype Decision Trees'), 'Pay Resources:' (with a list of 'Pay Resources' and 'Payroll and HCM Transaction Calendars' (with a calendar icon) and 'Avoiding Underpayments and Overpayments'), 'Security Roles:' (with a list of 'Security Roles' and 'Delegation'), 'Supervisory Organizations', 'Workday Reports:' (with a list of 'Workday Reports', 'Reports 101', and 'Report "Deep Dives"'), and 'Your Tasks This Month' (with a star icon).

**YOUR PAY & TAXES** ▾ **USING WORKDAY** ▾ **SUPPORT RESOURCES** ▾ **ADMINS' CORNER** ▾

- 📌 Admins' Homepage
- Campus Engagement
- HCM Resources:
  - HCM Resources
  - Employee Type and Subtype Decision Trees
- Pay Resources:
  - Pay Resources
  - 📅 Payroll and HCM Transaction Calendars
    - Avoiding Underpayments and Overpayments
- Security Roles:
  - Security Roles
  - Delegation
- Supervisory Organizations
- Workday Reports:
  - Workday Reports
  - Reports 101
  - Report "Deep Dives"
- ☆ Your Tasks This Month



# New Admins' Corner Structure

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Re-organizing into sections, by subject matter:

- Admins' Homepage
- Campus Engagement
- HCM Resources
- Pay Resources
- Security Roles
- Supervisory Organizations
- Workday Reports
- Your Tasks This Month



# New Admins Corner Structure

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A “routing page” will act as each section’s Table of Contents, to help you discover the section’s sub-pages.

On each routing page, a “Related Links” sidebar will contain links to:

- Relevant pages that reside in another section of our site
- Commonly used PDFs/forms



# New Admins Corner Structure

## Routing page example

OUR PAY & TAXES ▾ USING WORKDAY ▾ SUPPORT RESOURCES ▾ **ADMINS' CORNER ▾**

🏠 > Administrators' Corner > Workday Reports

### Workday Reports

*Last updated Tuesday, April 23, 2019*

Reporting is the fundamental way you aggregate, filter, and analyze large collections of data in Workday. Reports help you ensure payroll and other vital HR processes are done correctly, on-time, and in compliance with policies.

**Need help with a Workday report?**  
Complete the [Workday Reports Help request form](#) for assistance.

#### In This Section

- ⇒ **Reports 101**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit [Reports 101](#). Fusce pulvinar arcu nec dolor egestas auctor. Vestibulum vitae eros commodo enim sagittis suscipit.
- ⇒ **Report “Deep Dives”**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit [Report Deep Dives](#). Fusce pulvinar arcu nec dolor egestas auctor.
- ⇒ **Reporting Tips from the NSC Network**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit [Reporting Tips from the NSC Network](#). Fusce pulvinar arcu nec dolor egestas auctor.

#### Related Links

- [Reports Catalog](#)
- Payroll-Impacting Reports:
  - [by Security Role](#)
  - [by Deadline](#)
- [Adding Favorite Reports to the Favorites Worklet Quick Guide \(PDF\)](#)
- [Manage My Work Dashboard Quick Guide](#)



# Content Cleanup / Re-org

**W** INTEGRATED SERVICE CENTER (ISC)  
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Sign in to Workday / Admins' Corner / About / Contact

YOUR BENEFITS ▾ YOUR TIME & ABSENCE ▾ YOUR PAY & TAXES ▾ YOUR INFORMATION ▾ MANAGING YOUR TEAM ▾ SUPPORT RESOURCES ▾

Home > Administrators' Corner > Self-Service Resources for Administrators

## Self-Service Resources for Administrators

Last updated Friday, May 17, 2019

**Business Process Guides**

- [Changing Chairs in Workday](#)
- [HCM Staffing Events for Academic Workers](#)
- [HCM Staffing Events for Staff](#)
- [HCM Staffing Events for Students](#)
- [Hire Journey Map for Academics- Annual or Shorter](#)
- [Hire Journey Map for Academics- Multi-Year/Indefinite](#)
- [Hire Journey Map for Contingent Workers](#)
- [Hire Journey Map for Staff](#)
- [Hire Journey Map for Students](#)
- [Leave of Absence Journey Map \(Family Medical Leave Act- FMLA\) Journey for Academics and Staff](#)
- [User Guide Library](#)

**Campus Engagement**

- [Unit Change Leads](#) (formerly Readiness Leads)
- [Named Support Contacts](#)
- [HR Administrators' Forum Presentations](#) (in PDF format)
  - [March 2019](#)
  - [January 17, 2019](#)
  - [November 15, 2018](#)
  - [September 20, 2018](#)
  - [July 19, 2018](#)
  - [May 17, 2018](#)
  - [March 15, 2018](#)
  - [January 18, 2018](#)
  - [November 16, 2017](#)
- [NSC Network Meeting Presentations](#) (in PDF format)

This page will go away.

The resources it links to will instead be linked from the appropriate section of the Admins Corner:



# Content Cleanup / Re-org

Items linked in the *Business Process Guides* category\*...

- [Changing Chairs in Workday](#)
- [HCM Staffing Events for Academic Workers](#)
- [HCM Staffing Events for Staff](#)
- [HCM Staffing Events for Students](#)
- [Hire Journey Map for Academics- Annual or Shorter](#)
- [Hire Journey Map for Academics- Multi-Year/Indefinite](#)
- [Hire Journey Map for Contingent Workers](#)
- [Hire Journey Map for Staff](#)
- [Hire Journey Map for Students](#)
- [Leave of Absence Journey Map \(Family Medical Leave Act-FMLA\) Journey for Academics and Staff](#)
- [User Guide Library](#)

...will be found in the new **HCM Resources** section.



The screenshot shows the 'Admins' Corner' navigation menu with the following items:

- Admins' Homepage
- Campus Engagement
- HCM Resources:**
  - HCM Resources
  - Employee Type and Subtype Decision Trees
- Pay Resources:
  - Pay Resources
  - Payroll and HCM Transaction Calendars
  - Avoiding Underpayments and Overpayments
- Security Roles:
  - Security Roles
  - Delegation
- Supervisory Organizations
- Workday Reports:
  - Workday Reports
  - Reports 101
  - Report "Deep Dives"
- ☆ Your Tasks This Month

\*Don't worry - the User Guide Library isn't moving.

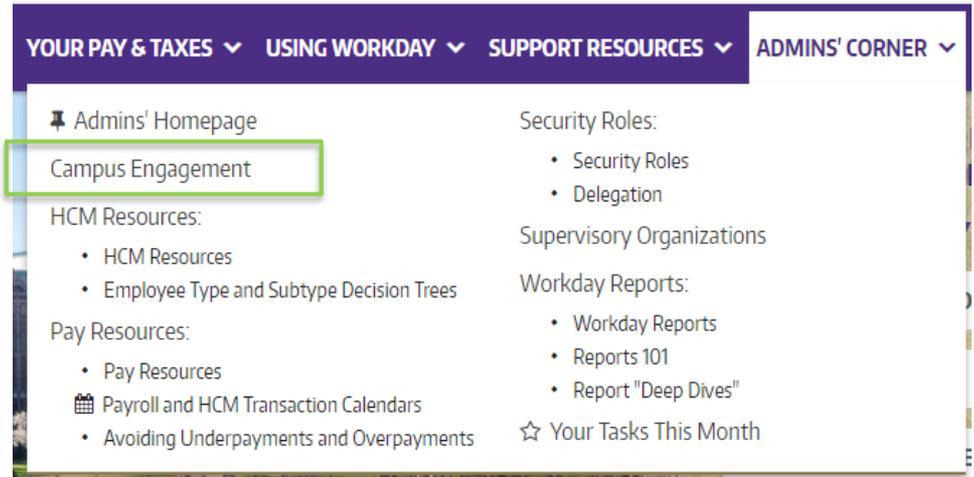


# Content Cleanup / Re-org

Links in the *Campus Engagement* category...

- [Unit Change Leads](#) (formerly Readiness Leads)
- [Named Support Contacts](#)
- [HR Administrators' Forum Presentations](#) (in PDF format)
  - [March 2019](#)
  - [January 17, 2019](#)
  - [November 15, 2018](#)
  - [September 20, 2018](#)
  - [July 19, 2018](#)
  - [May 17, 2018](#)
  - [March 15, 2018](#)
  - [January 18, 2018](#)
  - [November 16, 2017](#)
- [NSC Network Meeting Presentations](#) (in PDF format)
  - [April 2019](#)
  - [February 2019](#)
  - [December 2018](#)
  - [October 2018](#)
  - [August 2018](#)
  - [June 2018](#)
  - [May 2018](#)
  - [April 2018](#)
  - [February 2018](#)
- [Readiness Leads Meeting Presentations](#) (in PDF format)
  - [August 17, 2017](#)
- [HRPM Administrative Network Meeting Presentations](#) (in PDF format)
  - [September 7, 2017](#)
  - [August 3, 2017](#)

...will be found in the new **Campus Engagement\*** section.



The screenshot shows a navigation menu with four main categories: YOUR PAY & TAXES, USING WORKDAY, SUPPORT RESOURCES, and ADMINS' CORNER. Under the ADMINS' CORNER category, there are several sub-items: Admins' Homepage, Campus Engagement (highlighted with a green box), HCM Resources (including HCM Resources and Employee Type and Subtype Decision Trees), Pay Resources (including Pay Resources, Payroll and HCM Transaction Calendars, and Avoiding Underpayments and Overpayments), Security Roles (including Security Roles and Delegation), Supervisory Organizations, Workday Reports (including Workday Reports, Reports 101, and Report "Deep Dives"), and Your Tasks This Month.

*\*Not the section's finalized name.*

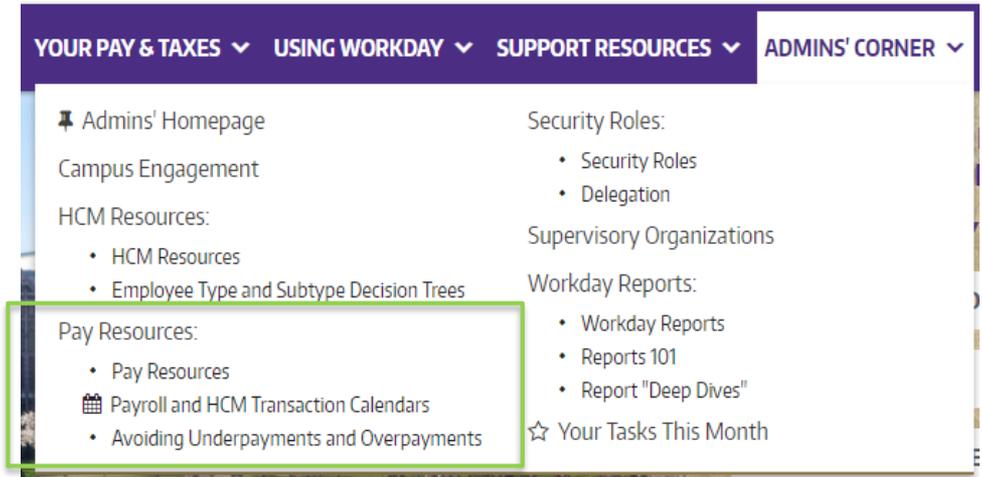


# Content Cleanup / Re-org

Items linked in the *Pay* category...

- [Best Practices for Avoiding Under/Overpayment](#)
- [About Costing Allocations and Cost Centers](#)
- [Costing Allocations spreadsheet \(Excel\)](#)

...will be found in the new **Pay Resources** section.



The screenshot shows a navigation menu with four main categories: YOUR PAY & TAXES, USING WORKDAY, SUPPORT RESOURCES, and ADMINS' CORNER. Under 'YOUR PAY & TAXES', there is a 'Pay Resources' section highlighted with a green box. This section includes links for 'Pay Resources', 'Payroll and HCM Transaction Calendars', and 'Avoiding Underpayments and Overpayments'. Other sections in the menu include 'Admins' Homepage', 'Campus Engagement', 'HCM Resources', 'Security Roles', 'Supervisory Organizations', 'Workday Reports', and 'Your Tasks This Month'.

- [Pay Resources](#)
- [Payroll and HCM Transaction Calendars](#)
- [Avoiding Underpayments and Overpayments](#)



# Content Cleanup / Re-org

Pages linked under  
*Role-Specific Information...*

- [Academic Partner](#)
- [Costing Allocations Coordinator](#)
- [HCM Initiate 2](#)
- [HR Partner](#)
- [I-9 Coordinator](#)
- [Time and Absence Approver](#)
- [Time and Absence Initiate](#)
- [View-Only Roles](#)

...will be found in the new **Security Roles** section.

The screenshot shows a navigation menu with the following structure:

- YOUR PAY & TAXES ▾
- USING WORKDAY ▾
- SUPPORT RESOURCES ▾
- ADMINS' CORNER ▾

Under the ADMINS' CORNER menu, the following items are listed:

- Admins' Homepage
- Campus Engagement
- HCM Resources:
  - HCM Resources
  - Employee Type and Subtype Decision Trees
- Pay Resources:
  - Pay Resources
  - Payroll and HCM Transaction Calendars
  - Avoiding Underpayments and Overpayments
- Supervisory Organizations
- Workday Reports:
  - Workday Reports
  - Reports 101
  - Report "Deep Dives"
- ☆ Your Tasks This Month

A green box highlights the "Security Roles" section, which contains:

- Security Roles
- Delegation

A green arrow points from the list of role-specific information on the left to the "Security Roles" section in the screenshot.



# Content Cleanup / Re-org

Many items linked under the *Workday* category...

...will be found via their own menu items.

- [Filtering Your Workday Inbox \(PDF\)](#)
- [Job Profiles](#)
- [Security Roles](#)
- [Supervisory Organizations](#)
- [UW to Workday Terminology Crosswalk \(PDF\)](#)
- [Workday Reports](#)
  - [Adding Favorite Reports to the Favorites Worklet Quick Guide \(PDF\)](#)
  - [Manage My Work Dashboard Quick Guide \(PDF\)](#)
  - [Payroll-Impacting Reports by Deadline](#)
  - [Payroll-Impacting Reports by Security Role](#)

The screenshot shows the 'Admins' Corner' menu in Workday. The menu items are organized into sections: 'Admins' Homepage', 'Campus Engagement', 'HCM Resources', 'Pay Resources', and 'Payroll and HCM Transaction Calendars'. The 'Security Roles' section includes 'Security Roles' and 'Delegation'. The 'Workday Reports' section includes 'Workday Reports', 'Reports 101', and 'Report "Deep Dives"'. A 'Your Tasks This Month' section is also visible. Two green callout boxes are present: one around 'Supervisory Organizations' in the 'Security Roles' section, and another around 'Workday Reports' in the 'Workday Reports' section. Green arrows point from the 'Supervisory Organizations' item in the left-hand list to the callout box in the screenshot, and from the 'Workday Reports' item in the left-hand list to the callout box in the screenshot.



# SUMMER HIATUS/CYCLIC LEAVE TIMELINE



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# SUMMER HIATUS

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## TIMELINE

- > June 7 (12:00 p.m.): deadline for submitting any changes to the ISC
  - Terminations must be processed for all employees not returning in the fall who are not working summer quarter (impacts COBRA, Retiree coverage, etc.)
  - We have confirmed that faculty and graduate students will still have access to the tools to do their final grade posting even with terminations entered prior to June 15<sup>th</sup>. Be sure to have all instructors of record entered into GradePage prior to June 15.



# SUMMER HIATUS

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## TIMELINE

- > June 10 – June 14
  - ISC Benefits Team will final review of Summer Hiatus faculty benefits eligibility
  - All Summer Hiatus leaves need to be in Workday asap so that ISC Benefits has time to review
- > June 25: Academic Personnel who are on Summer Hiatus for the ENTIRE summer, and who are benefits-eligible, will see septuple deductions on the June 25 paycheck



# CYCLIC LEAVE

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## TIMELINE

- > June 7 (12:00 pm): deadline for units to place eligible staff on Cyclic Leave in Workday
  - IMPORTANT: return employees currently on Leave of Absence before placing them on Cyclic Leave
- > June 10-14
  - ISC Benefits will review all employees on Cyclic Leave to validate benefits eligibility
- > June 25: Employees on Cyclic Leave will see septuple deductions on the June 25 paycheck



# QUESTION AND ANSWER



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# Q AND A: HOLIDAY/COMP TIME TAKEN

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- > R0335 has been showing all employees and not just those that are missing entry. Can this be fixed?
  - This report was recently updated to include time worked, other time off taken, unpaid time off taken on the holiday, providing a more comprehensive picture than just missing entries. It will still show all workers eligible for Holiday Credit and what they did on the holiday.
  - We are working with the reports team to change the title of the report to something more descript. Once the change has taken place, it will be communicated via Admins' Corner.



# Q AND A: MOVE WORKER

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- > If you are moving just one person, can you do it through the related actions menu for the employee?
  - No. It has to be done through the Sup Org or by searching for 'Move Worker'.
  - <https://isc.uw.edu/user-guides/move-workers/>



# Q AND A: ADMINS' CORNER

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- > It seems like the updates to the website will be better, but have you done any user testing on this set up? Or do you plan to do user testing before launching the changes?
  - Yes, we did perform user testing. As always with changes to the website, we encourage feedback to assist in our efforts to continuously make improvements.



# Q AND A: SUMMER HIATUS

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- > If an employee is not coming back in the fall, what effective date should be used for the termination?
  - June 15
- > What is the best practice for graduate students who will not be working over the summer?
  - Best practice is to terminate them, then rehire upon return.
- > I inadvertently placed an affiliate on summer hiatus when I didn't want to. What should I do?
  - Rescind the transaction. It is easier for the department and is more transparent to the employee.



# Q AND A: SUMMER HIATUS

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- > We have an employee who has a position in our department and one at UW Bothell. UW Bothell wants to put the employee on hiatus but we intend on paying the employee on their position in our department. What do we do?
  - They function independently. Leaves are based on the position. It is fine to have an employee with multiple positions to be on summer hiatus on one position, and be paid on the other(s).
- > Will faculty on partial summer hiatus that are being paid an allowance, still be paid while on hiatus?
  - Yes.



# Q AND A: GENERAL

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- > We noticed last summer that RA's that work hourly over the summer, then back to salaried in the fall causes issues accessing their time card. Since Add Job is not the correct business process, what should we do?
  - Ideally the employee has entered time before initiating the Change Job. If not, contact the ISC as it is like any other Change Job.
  - You may also want to consider waiting to initiate the Change Job until after the red day, and date it retroactively.



# Q AND A: GENERAL

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- > When removing a work study flag, when should that be done?
  - It can be done now, with an Effective Date of June 15.
- > We have a faculty member who needs to be paid excess comp on a grant budget that is not eligible. How do we find out if the budget is eligible for that type of pay?
  - Grant budgets are not managed in Workday, nor are they in the purview of the ISC.
  - It is the responsibility of the PI to know the grant rules. Otherwise, the grant administrator should be able to help.

