AUGUST 2019
NSC NETWORK MEETING

UNIVERSITY *of* WASHINGTON

INTEGRATED SERVICE CENTER

AGENDA

- Faculty Reappointments – Jim Ballew/Amiee Kehrer
- Faculty Leaves – Medical – Sunday Stanley
- Security Roles and How Inheritance Works – Chris Houston
- Merit Update – Paula Ross
- Summer Hiatus Update – Kanani Van Leeuwen
- Reporting Adoption Project – Kanani Van Leeuwen
- Question and Answers

ACADEMIC PERSONNEL REAPPOINTMENTS

JIM BALLEW AND AMIEE KEHRER

UNIVERSITY of WASHINGTON
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DEFINING REAPPOINTMENTS

- Reappointment – Any extension of an Academic employee's end date while in a current fixed term position
  - Fixed Term Employee Types
    - Annual or shorter (e.g., Lecturer Part-Time Temporary, Affiliate Instructor)
    - Multi-year eligible (e.g., Lecturer Part-Time, Research Associate Professor)
- In Workday, use the Reappointment reason code to extend end dates:
  - Applicable for Appointment, Position and Compensation
    - Dates should be in alignment across all three components
- Reappointments ARE NOT Promotions
- Do not extend the end date as a part of an FTE change Business Process
  - i.e. Summer FTE Change, Voluntary FTE Change, Reduced Responsibility

REAPPOINTMENT PROCESSES

- When do Reappointments Happen?
  - Reappointment EIB upload into Workday
    - Annual process for annual and multi-year eligible academic personnel whose appointments are on the academic calendar (6/15 and 6/30 end dates)
    - Two reports filled out by units – one in December and one in the Spring –uploaded to Workday by the ISC prior to end of the academic year
    - Reappointment documentation is not required in Workday
  - Manual reappointment actions in Workday
    - Process for reappointing all positions not governed by the academic calendar, including those who are appointed for terms of less than one year
    - These can occur anytime throughout the year
    - <u>Reappointment documentation is required in Workday</u>

REAPPOINTMENT DOCUMENTATION

- Required Documentation for all populations except Postdoctoral Titles:
  - **Reappointment letter** - Single PDF document of the correspondence from the chair/director to the faculty member indicating the decision to reappoint. This should include the faculty member's name, title and term of the appointment.
  - Confirmation of receipt is required. When communicated by email, a signature is not needed; however, a PDF of a hard copy mailed letter should have the faculty member's signature.
  - Submission of this documentation in Workday indicates that the unit confirms they have followed all requirements for the reappointment process as outlined in the Faculty Code.
- Postdoctoral Title Requirements (three separate PDFs)
  - Updated Postdoctoral Scholar Datasheet
    - https://ap.washington.edu/wp-content/uploads/Template_clean-draft_fillable_FINAL.pdf
  - Updated CV/resume
  - Copy of reappointment letter

REAPPOINTMENT DOCUMENTATION

- Changes to Reappointment documentation requirements
  - In order to accept the aforementioned PDF as reappointment documentation, the following must already be present in Workday:
    - Documentation that an offer for the position was extended/accepted.
    - The appropriate documentation requirements associated with the Title and Rank of the position as listed on the Academic Personnel website.
  - When documentation is missing from a transaction, it will be sent back for the additional documentation to be added.

REHIRE VS REAPPOINTMENT

- Reappointment documentation requirements are not applicable to the rehire of Quarterly Appointed Faculty after a break in service.
  - When rehiring faculty into these positions within a year, reduced documentation may be required depending upon the Title and Rank.
  - After a break in service of greater than a year, the full new hire packet will be required in accordance with the documentation requirements listed on the Academic Personnel website.

AHR TITLES AND RANKS PAGES

- Your ISC Service Partners and AHR Specialists reference these pages specifically when reviewing your Academic transactions for approval.
- Positions should meet the guidelines outlined on these pages regarding length of appointment, service period, minimum wage, etc.
- Required Documents listed on the pages of a specific Title must be uploaded to Workday as part of the business process, or separately into Maintain Worker Documents if the business process does not provide a space for attachments.
- If you are unsure if a document is required, the best practice is always to attach the documentation for the business process in question, and then follow up with you Academic Service Partner or AHR Specialist with additional questions.
- https://ap.washington.edu/ahr/academic-titles-ranks/

QUESTIONS

- Is the reappointment process the same for all people, including courtesy?
  - The courtesy titles should be part of the annual EIB load, but if it is done manually, at the department level, the protocol is the same.
- Is the requirement for the signed letter part of the process for courtesy appointments?
  - Yes.
- If I'm reappointing someone that has been reappointed for years, do I still have to attach a signed letter?
  - Yes.
- I have heard conflicting information about changing the FTE at the same time as the reappointment. Can you do that?
  - We have seen Summer FTE changes come through with a reappointment and that does not align with the process for Reappointment. If the FTE is being changed as agreed to in the reappointment letter, then that is fine.

FACULTY LEAVES

SUNDAY STANLEY

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LEAVES OF ABSENCE (LOA)

- Medical leaves (FMLA and Sick Time Off)
  - LOA-Becoming a Parent, Personal Health, Family Care, Intermittent
- Leaves without pay
  - LOA-Personal, non-medical
  - LOA-Outside Work
- Sabbatical
- Summer Hiatus

MEDICAL LEAVES

- ISC Guide: Leave of Absence – Sick/Injured or Becoming a Parent – Academic Personnel
- General process:
  - Academic HR receives HCP-certified medical leave request
  - Academic HR sends FMLA email notice to employee and unit administrator confirming authorized FMLA and/or paid sick leave dates
  - Academic Partner (hiring unit) enters LOA into Workday
    - LOA routes to Academic HR for approval
  - Academic Partner enters FMLA Tracking and Sick Time Off (pay)
  - Academic Partner returns employee from leave in Workday

MEDICAL LEAVES

- Types of time off tracking for authorized medical leaves:
  - Full, continuous
  - Intermittent or reduced work
- LOA medical leave types in Workday:
  - FMLA-approved or Not FMLA-approved:
    - LOA-Intermittent
    - LOA-Becoming a Parent
    - LOA-Family Care
    - LOA-Personal Health Condition
    - LOA-Military

MEDICAL LEAVES

IMPORTANT –

- Amount of paid sick leave may be dictated by a collective bargaining agreement for covered non-faculty academic personnel.
- Paid Sick Leave for non-union faculty:
  - Max is 90 days per academic year, per condition – as authorized by HCP
  - Counted in full days only
  - PSL-Eligible faculty do NOT accrue paid time off
- Family Medical Leave Act (FMLA)
  - Max is 84 days within 12 months
  - Counted in 0.5 increments
  - Calculated on a rolling calendar basis
  - Unpaid entitlement

MEDICAL LEAVES

Academic partner enters LOA for medical leave in Workday

ISC Guide: “Leave of Absence Example Calendar – Faculty Sick Leave”

- ACTIONS – Time and Leave – Enter absence
- Enter date range (start/end dates) and LOA Type
- SUBMIT
- Enter tracking/time off details:
  - FMLA tracking: same as above using LOA Type, “Tracking Time Off-FMLA”
  - Sick Time Off (pay impacting): same as above using LOA Types
    - Sick Time Off (days)
    - Sick Time Off (weekends)

LEAVES WITHOUT PAY

ACADEMIC PARTNER ENTERS LOA IN WORKDAY

- Academic HR reviews:
  - Faculty member's written leave request (MWD)
  - Number of prior consecutive leaves (leave without pay limited to two consecutive academic years)
  - After Academic HR approval, Academic Partner enters pay-impacting time off details
    - Leave FTE Change or
    - Unpaid time off

QUESTIONS – apleaves@uw.edu

- When we receive the FMLA notice, it does not disclose the reason so it makes it hard to know what to select in Workday. How do we know what to select?
  - Choose any of the FMLA reasons. When it comes to AHR, we will fix the FMLA code to match the reason to ensure it is correct.
- Why don't you disclose the info? Central HR does for staff.
  - It's not illegal to disclose the reason, but is seen as a privacy issue and is at the discretion of AHR.
- Not knowing the reason makes it difficult to know if the employee needs an authorization to return to work.
  - The notification that AHR sends out includes whether a return to work authorization is required.

SECURITY ROLES AND HOW INHERITANCE WORKS

CHRISTOPHER HOUSTON

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER

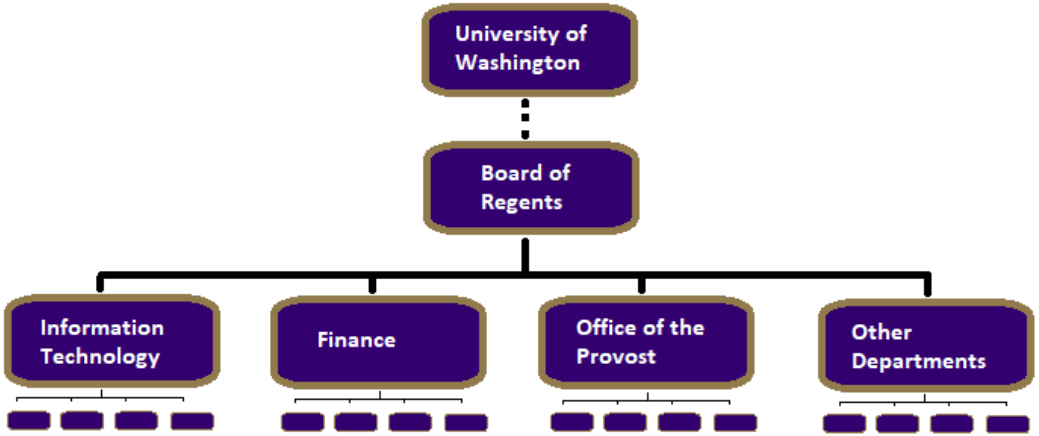
COMMON ORGANIZATION TYPES

Academic Unit	Represents a school, college, or campus
Cost Center	Used for budgeting and accounting
Custom Organization	Groups workers by custom criteria
Pay Group	Structures payroll processes
Supervisory Organization	Defines who reports to whom

An organization has roles, usually a lot of roles. There are several types of organizations at the University. A couple you're probably familiar with are supervisory organizations and academic units. This presentation discusses supervisory organizations, but most of what we're going to talk about is applicable to other organization types.

SUPERVISORY ORGANIZATION HIERARCHY

Supervisory organizations are structured into a hierarchy. At the top of the hierarchy is the University of Washington sup org. The only person in that one is the President. Subordinate to that sup org is the Board of Regents, then the different departments like IT, Finance, and the Office of the Provost. Each department has its own series of subordinate sup orgs representing who reports to whom, all the way down to the lowest level without any subordinates. This model is the foundation for how role inheritance works.



ROLES ARE ASSIGNED TO POSITIONS

Roles are assigned to positions. You can think of a position as a chair. When a person comes to work at the University they sit in that chair and assume the roles held by that chair. When that person moves to a new position or separates from the University, the roles remain with the chair. However, that chair is no empty. Workday is now looking for someone to handle the transactions that the person in that chair is normally responsible for. If there's an occupied chair with the same role at the same sup org, that person now owns those responsibilities.

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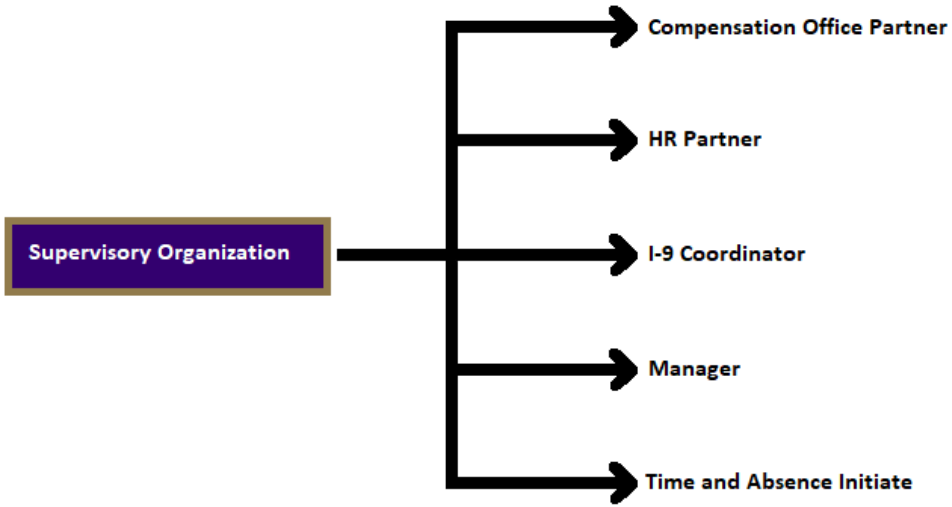
ROLES ARE ASSIGNED TO POSITIONS

If there isn’t an occupied chair at the same sup org, Workday looks up the hierarchy for the first occupied chair with that same role. This is less complicated than it sounds. We all intuitively recognize how this works in the context of managers. My manager is Arlene. Arlene’s manager is Paula.

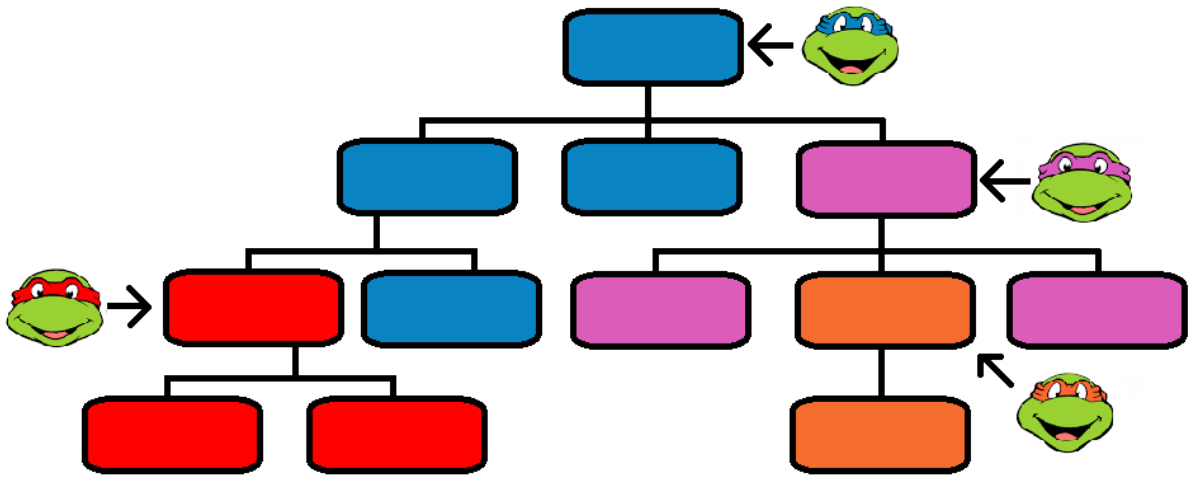
COMMON ROLES



In Workday a manager is one of several dozen roles that a supervisory organization has. If a chair is vacant, Workday looks up the organization hierarchy for the first occupied chair.

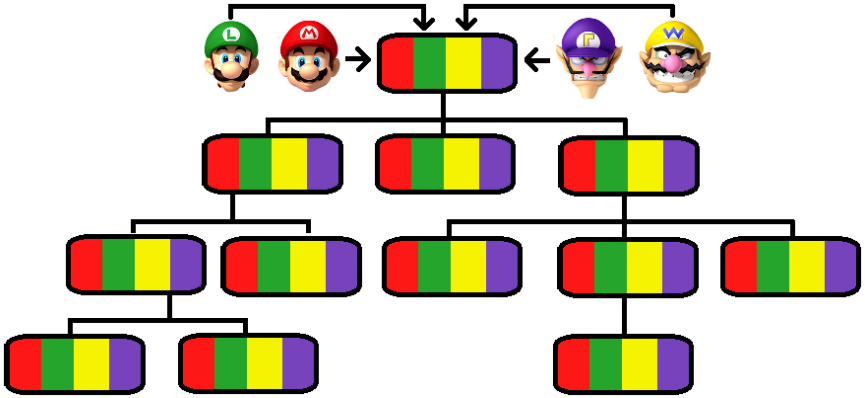
ROLES ARE ASSIGNED AT ORG LEVELS

Roles are assigned at a specific organization level. Once assigned, that position supports all of the workers in its own organization and its subordinate organizations until the same role is assigned further down the hierarchy. If the same role is assigned lower in the hierarchy, *that* position takes over and supports the workers in *its* own organization and subordinates.



SOME ROLES ARE CENTRALIZED

To further complicate things, some roles are intentionally designed to be centralized, meaning they're only assigned to a handful of positions at a few top-level organizations. They're not going to be assigned to individual organizations across campus. Rather, most organizations will *inherit* the role from the organization above them. These are primarily your Office Partner roles, as in HR Office Partner, Compensation Office Partner, and all the different flavors of ISC Office Partner. The people in those positions support the entire University in that role. "Support" in this context means the role is directly assigned, like Arlene is to me, or inherited, like Paula would be to me if Arlene left.

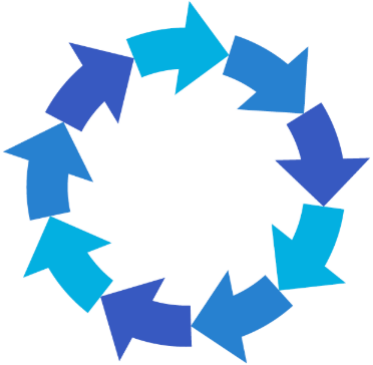


ROLE PERMISSIONS

View

Constrained

Unconstrained



Transact

ROLE PERMISSIONS

That probably doesn't answer all of your questions. How come you can only see certain data for certain people, other data for everyone, and sometimes you can't see any data at all? Maybe you've seen a report on your neighbor's screen that looks completely different than when you run it. This is where we come to the third piece of the Workday security conundrum: role permissions. Permissions are arguably the most complex factor in this entire equation. There are two ways to break down role permissions in Workday: view or transact, and constrained or unconstrained. A role can *view* certain data points and *transact* on certain processes. A role can do some of these things in a *constrained* context, meaning specifically for the folks in the organizations it supports, and others in an *unconstrained* context, meaning for anyone at UW.

ROLE PERMISSIONS

Manager

	View	Transact
Constrained	Termination History 1 item Business Process Terminate: Houston, Christopher	
Unconstrained		

Let's bring it back to our manager example. For the workers in the organizations that a manager position is assigned to, the manager can see termination information. Managers can only see terminations for workers they're directly assigned to as manager. This is an example of *constrained* view. Managers can't see termination data for workers outside of their own organizations.

ROLE PERMISSIONS

Manager

	View	Transact
Constrained	Termination History 1 item Business Process Terminate: Houston, Christopher	
Unconstrained		

For those same workers in the organizations that a manager position is assigned to, the manager can approve a performance review. This is an example of *constrained transaction*. Managers can't approve performance reviews for workers outside of their own organizations.

ROLE PERMISSIONS

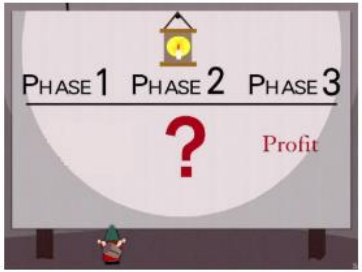
Manager

	View	Transact
Constrained	Termination History 1 item Business Process Terminate: Houston, Christopher	
Unconstrained	Contact Information - Public Phone +1 206-616-3949 (Telephone) Email crhoust@uw.edu	

At the same time, anyone in a position with the manager role can see basic information such as work email or supervisory organization for any worker in the entire University. This is an example of *unconstrained view*.

ROLE PERMISSIONS

Manager

	View	Transact
Constrained	Termination History 1 item Business Process Terminate: Houston, Christopher	
Unconstrained	Contact Information - Public Phone +1 206-616-3949 (Telephone) Email crhoust@uw.edu	

There are no examples of *unconstrained transaction* for unit-level roles. Unconstrained transaction is very limited in Workday because we don't want a lot of people making changes across the board.

ROLE PERMISSIONS

HCM Initiate 2

	View	Transact
Constrained	Staffing · Unavailable to Fill · Roles · Organizatio Staffing Model · Position Management Positions with Open Job Requisition 2 items Position Restrictions · Effective Job Requisition PN-0124860 Business Analyst (Unfilled) · REQ-0000021982 Business Analyst (Open) PN-0126306 Business Analyst-1 (Unfilled) · REQ-0000022912 Business Analyst-1 (Open)	Tasks and Reports Add Academic Appointment
Unconstrained	View Worker History Staffing · Compensation Compensation History 1 item	Tasks and Reports Request Compensation Change

There are some examples, however, such as an HCM Initiate 2, who can request a compensation change for anyone on campus. Most unconstrained transactions are handled by us at the ISC. We have it on our roadmap to create campus-facing documentation that breaks down constrained and unconstrained data access by role. Our goal is to be as transparent as possible in how the system is configured. I hope I've taken a step in that direction today.

QUESTIONS

- In the example provided, when Arlene leaves the ‘chair’, and a month later, we hire Bob to sit in the ‘chair’, does Bob inherit all of the security roles that Arlene had while in the chair?
  - Yes. You would not need to request security roles for Bob since they all exist with the chair.
- Does this hold true for reports? Like Earnings and Actuals that can pull data from across the campus?
  - Yes. Constrained view vs unconstrained view. This dictates the data you can see.
- What about for an HCM Initiate 2 or Time and Absence Initiate? How easy is it to add/change people?
  - You can submit a security role request for the individual. Those are specific to the Sup Org.

QUESTIONS

- With restricted vs unrestricted views, can someone have unrestricted view but have restricted transact?
  - Yes. There are certain roles that are View Only or View All. It can be more complicated and complex. Please submit a request via the ISC.
- I have Sup Org changes that are not position specific. We have an associate dean that is vacating. How do I make the changes for the new associate dean?
  - When the new associate dean moves into the Sup Org, they will need to have the manager role assigned to them. The manager role will need to be assigned to the position of the new associate dean.

QUESTIONS

- For inherited roles, why are some of them inherited when they have course requirements with the ISC? Meaning, training is required to have it. What is preventing someone who inherits a security role from not completing the course, since they inherited the role already?
  - Though the employee inherits the security roles with the position, if there are training requirements for the security roles they are inheriting, the training is still required. It would be in the best interest of the department and the new employee to take the training anyway to set them up for success, and better equipped with the Workday skills necessary to do their job.

MERIT UPDATE

PAULA ROSS

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INTEGRATED SERVICE CENTER

FROM THE FY20 MERIT PROCESS GUIDE

Sept 10	Integrated Service Center (ISC) loads new salary rates into Workday
Sept 11	**New 9/1 salary rates are visible to employees in Workday**; OPB posts salary module merit increases to budgeted positions
Sept 11 - 13	Units run the Merit Adjustment Validation (R0537) report to review new full-time rates, and work with the ISC to request corrections and changes
Sept 19	Communication to campus that all data have been loaded and verified
Sept 20	Payroll runs for PPE 9/15/19 for 9/25/19 pay date
Sept 25	Approved merit and faculty unit adjustments begin appearing on pay slips

VALIDATING MERIT DATA

- Use R0537 to validate your merit data once loaded
- Submitting Corrections or Changes
  - Create a UW Connect ticket by emailing ischelp@uw.edu
    - MERIT/UNIT CORRECTION
      - What is in Workday does not match what was approved by AP/HR Comp and needs to be corrected
    - MERIT/UNIT CHANGE
      - What is in Workday matches what was approved, but you need to request a change

PRIORITIZATION OF TRANSACTIONS

- Transaction freeze will be lifted on 9/13 (Friday) **at noon**
- HCM transaction deadline is 9/16 (Monday) at 5pm
  - This is the deadline for your transactions to reach the ISC for review, **NOT** the deadline for HCM Service Partners to have your transactions approved.
- ISC will prioritize transactions for PPE 9/15
- How you can help us be more successful for PPE 9/15:
  - Hold your transactions for the 9/16-9/30 pay period and submit on 9/20.
  - Please do not send in tickets to request approval of pending transactions.

QUESTIONS

> When will we receive notification of merit recommendations have been approved? Especially if the merit is less than 2%?
  - The approvals comes from AHR and central HR, not the ISC. AHR and UW Comp have communicated that they will notify campus of what has been approved based on recommendations on September 5.

SUMMER HIATUS UPDATE

KANANI VAN LEEUWEN

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER

SUMMER HIATUS

- Academic personnel on Summer Hiatus with an “Estimated Return Date of Leave” of September 15 will be mass returned by the ISC on Monday, September 16.
- Faculty who will be returning from Summer Hiatus before September 16 will need to be manually returned from Summer Hiatus in Workday by the department – refer to the User Guide on the ISC website for how-to instructions.

SUMMER HIATUS

- **This is critical**: Upon return, units need to carefully review each returned employee's FTE, Position and Compensation to ensure they are paid accurately and on time.
- All corrections will need to be made in Workday **no later than 5:00 pm on Friday, September 27** in order to avoid over- and underpayments.

QUESTIONS

- What can be done at the department level to returning faculty early? Prior to September 15?
  - Departments can return faculty early. The department cannot rescind a submitted Summer Hiatus that has successfully completed in Workday.
- What about reduced FTE for faculty returning from sabbatical?
  - Focus on the merit window first due to the short time frame. Other changes, especially for the Sept. 16 through Sept. 30 pay period, do not need to be entered into Workday until after the merit window closes (for changes and corrections).

REPORTING ADOPTION PROJECT

KANANI VAN LEEUWEN

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER

REPORTING ADOPTION PROJECT (RAP)

- ISC requested, and was granted, a budget for creating and implementing a Reporting Adoption Strategy
- Strategy includes:
  - Mitigation of existing reports
  - New ISC FTEs to assist in requirements gathering, report writing, and testing
  - Series of workgroups to focus on each reporting area

RAP SURVEY

- Window closes on Thursday, August 29
- Please feel free to share with other Workday ‘power users’ in your department
- Assist in identifying those who would like to participate in work groups

QUESTIONS

- What if you didn’t receive the email with the survey link?
  - The survey link was sent out again the same day of the NSC Network meeting, August 23.
- What is the time frame for RAP?
  - The project has been funded for approximately 2 years. Changes to reports will be gradual, they will not happen immediately. Part of the role for those participating in the working groups will be to help us prioritize which reports should be reviewed/changed/improved first.