AGENDA

- Academic Personnel Staffing Update (ISO, PIM)
- Interfolio Update
- Looking ahead: EDM
- ADS Guidelines
- Period Activity Pay and Roster percent
- Leave-related FTE change
- New FTE Change Reason Code
- Announcements and Reminders
During 2017-18, AP conducted an organizational analysis.

Key decisions stemming from analysis:

• Create new role to guide AP in developing communication standards and best practices, improving organization and delivery of content, and leveraging a variety of communication platforms

• Convert former Strategy and Information Management (SIM) team to Project and Innovation Management (PIM) team to lead AP in managing strategic priorities, projects, and systems, and advancing process improvement.
Project & Innovation Management

> John Borwick, Director
> Jon Davis, Web Developer
> Susan Monusko, Business Analyst
Interfolio Stabilization

> Interfolio implementation project complete
> Santiago Cortez’s project appointment ends Jan 7
> Contact AHR
Staffing Update: International Scholar Advisors

> Holly Schneidmiller, ISO Specialist
> Johanna Marroig, ISO Advisor
Enterprise Document Management (EDM)

Academic Personnel is embarking on an EDM Project. In preparation, units should revisit local records retention practices and plan for the possibility of documents being deleted from Workday.
By policy, ADS requests require provost approval

ADS requests are receiving greater scrutiny; require more information
Required Information for ADS Requests

- ADS effective date and justification for retroactive requests
- Administrative title associated with the requested ADS
- Proposed ADS monthly amount or current and proposed amount if requesting increase/decrease to existing ADS
- Brief description of duties/change in duties related to ADS
- Indication of whether administrative role is new to the unit or previously performed by someone else. If replacement, indicate who last held the role and monthly ADS s/he received
Required Information for ADS Requests

✓ Type of funding source (e.g., grant, self-sustaining program, GOF/DOF, PDR, etc) and confirmation it allows for stipends

✓ List of all administrative titles and associated ADSs held by employee

✓ Confirmation that the employee has been notified in writing that the administrative role and associated ADS are at the discretion of the dean and may terminate at any time
ADS effective date (with justification if significantly retroactive):
Administrative title:
Proposed ADS monthly amount (include current and proposed amount if requesting an increase/decrease):
Brief description of duties/change in duties:
New role (Y or N)?
If not new, name and ADS amount of last holder:
Type of funding source (grant, PDR, GOF/DOF, etc) [NOTE: source **must** allow for stipends]:
List of employee’s current administrative titles and associated ADS amounts:
Has the employee been informed in writing that the administrative assignment and associate ADS are at the will of the dean and may terminate at any time (Y or N)?:
Period Activity Pay

PAST RULE
> TPS and E/C could only be used for overload payments above 100% FTE

NEW RULE
> Period Activity pay may be paid for effort above Roster Percent if Roster Percent is 50% or greater*

*Roster percent must align with FTE assigned in offer letter
Leave-Related FTE changes

Leave-related FTE change may be applied to partial unpaid leaves of absence in Workday.

> FMLA/Paid Sick Leave still need to have time off and FMLA tracking applied
> Leave without pay at 100% should also apply unpaid time off
> Do not reduce FTE to 0%
New FTE Change Reason Code

“02- Adjust FTE/Funding Between Positions (Academic Only)”

This new reason code maybe be used in two situations:
1. This reason code should be used when there are changes to funding distributions between training grant and other funding resources. These funding shifts should not result in a change to compensation and combined distributions must equal 100% FTE.
Adjust FTE/Funding Between Positions

> 2. When there are changes to funding distributions between funding sources for individuals who are partially paid direct (PDR), or who have both general salary plan and practice plan distributions. These funding shifts should not result in a change to compensation or contracted FTE.
Reminders and Announcements

> acadpers@uw.edu is back with AHR
> Mandatory promotions due to AHR by December 15
> Enter Winter quarter Sabbaticals effective 12/16 into Workday
> December reappointment spreadsheets due to AHR by January 18, 2019
Reminders and Announcements

> Thank you for your data cleanup efforts!
> R0402 is available (Academic Personnel Positions)
> Happy Holidays!