Agenda

> Reminders/Updates
> Unpaid Academics
> Post-Doc Updates
> Requesting Reports Containing Protected Data
> Distended H-1B Processing Times
> Question and Answer Time
Reminders/Updates

> Welcome Paul Athens, Academic Human Resources Consultant and Mandy Toomey, Communications Specialist

> Upcoming Board of Regents Agenda due dates
  > April Meeting- items entered in Workday by March 25th

> Academic Personnel Training Survey

> Electronic Documents Management (EDM) Update

> Interfolio Closing Dates
Quarterly Transaction Reminders

> Return workers from leave
  - Winter Quarter Hiatus (Lecturers)
    > Details found in ISC Admin’s Corner
  - Sabbatical
    > Use R0317 “Faculty On Leave” to identify workers on leave
    > “Last Day of Leave – Actual” should be populated for all completed leaves

Nearly 150 Leave Records in Workday have end dates in the past, but have yet to be ended.
Quarterly Transaction Reminders (continued)

> **End/Update Academic Appointments with Winter Quarter (or earlier) End Dates**
  - Use “Upcoming Appointment End Dates”
    > There are nearly 1200 active academic appointments with end dates in 2017 or 2018

> **Terminate/Extend Positions with Winter Quarter (or earlier) End Dates**
  - Use R0321 “Upcoming End Employment Dates”
  - If terminating, also end all academic appointments
    > There are nearly 150 active Academic positions with end dates in 2017 or 2018
Quarterly Transaction Reminders (continued)

Impacts of expired appointments and positions remaining active:

> Costs to UW – fees are associated with each active worker record in Workday

> Errors in loading appointment data to EDW (impacts MyGrad and other systems)

> Errors in report outputs, including Reappointments (R0555), Academics Approaching Review Dates (R0353.1/R0353.2)

> Ability to understand academic appointment history
Often Missed Data Elements

> **FTE**
  > The FTE% amount drives benefits eligibility and determines voting eligibility
  > No one except an Unpaid Academic should have 0% FTE (including PDR)

> **Education History**
  > Important in determining eligibility for certain academic personnel titles
  > Important to promotion and tenure review
ACADEMIC REVIEW DATES
(SECOND-YEAR REVIEWS)

Second Year Reviews must be completed in Workday before 6/15 or 6/30

> Follow steps outlined on AHR website for Second Year Reviews
  – Update Academic Review Dates for clock-managed faculty with incorrect or missing dates
  – Run “Academics with Approaching Second Year Review Dates” report
  – Enter Second Year Review Decisions in Workday
LECTURER TITLE CHANGES

Consistency of titles across Academic Ranks and Job Profiles

<table>
<thead>
<tr>
<th>Former Academic Rank Name</th>
<th>Former Job Profile Name</th>
<th>New Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer Full-time competitive recruitment</td>
<td>Lecturer Full-Time-Competitive Recruitment</td>
<td>Lecturer Full-Time</td>
</tr>
<tr>
<td>Lecturer Part-time competitive recruitment</td>
<td>Lecturer P-T Competitive Recruitment</td>
<td>Lecturer Part-Time</td>
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<td>Lecturer Full-time Temporary</td>
<td>Lecturer Full-Time, Temporary</td>
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<td>Lecturer Part-time Temporary</td>
<td>Lecturer Part-Time</td>
<td>Lecturer Part-Time Temporary</td>
</tr>
</tbody>
</table>

> Changes have been updated in Workday as of January 24
SENIOR LECTURER TITLE CHANGES

Consistency of titles across Academic Ranks and Job Profiles

<table>
<thead>
<tr>
<th>Former Academic Rank Name</th>
<th>Former Job Profile Name</th>
<th>New Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Lecturer Full-time</td>
<td>Senior Lecturer-Full Time</td>
<td>Senior Lecturer Full-Time</td>
</tr>
<tr>
<td>Senior Lecturer Part-time</td>
<td>Senior Lecturer-Part Time</td>
<td>Senior Lecturer Part-Time</td>
</tr>
</tbody>
</table>

- Senior Lecturer Part-Time (Quarterly)
  - Academic rank and job profile being added to Workday
  - “Annual or Shorter” job family (not natively benefits-eligible)
  - Will not show up on R0555 (Reappointments) or R0237 (Voting Faculty) reports

- Changes currently under review by ISC
  - Anticipated to go live in March
New Administrative Supplement (ADS) Labels Coming Soon!

Currently in Workday, an employee can only have one active administrative supplement visible at a time. In practice, however, they can have multiple administrative supplements, with different start dates and dollar amounts.

We are testing options in Workday that will allow for visibility of multiple ADS.
AHR and the ISC are actively looking at options to streamline payments for unpaid academics.

Until further notice:

> **Procurement**-eligible payments should go through procurement

> Paid activity that does not meet the procurement guidelines should be assigned FTE
Paying an Unpaid Academic Outside of Your Unit

Unpaid academics are intended to be “courtesy” employees.

Do not assume that a unit who has no intention of ever paying their courtesy appointee will process a payment for another unit.

Talk to the primary unit before you make plans to pay an unpaid academic.
Demonstration: Moving an Unpaid Academic to Paid Status
Postdoctoral Scholar Updates

> The University and UW Postdocs United/UAW 4121 recently reach an agreement regarding the scope of a bargaining unit

> Based upon definition of “Postdoctoral Scholars”

> Also outlines specific exclusions for certain categories of employees

> Agreement and certification posted on UW Labor Relations website: https://hr.uw.edu/labor/2019/01/04/uw-uaw-4121-postdoc-bargaining-unit-definition
Postdoctoral Scholar - Definition:

> Have received a doctoral degree (Ph.D. or equivalent);*

> Are appointed for a temporary and defined period not to exceed five (5) years, including postdoctoral experience(s) at other institutions, as determined by the University.

> Under extraordinary circumstances (e.g. family leave or personal illness), the University may grant an exception to this limit;

> Are engaged in full-time mentored advanced training to enhance professional skills and research independence;

> Perform primarily research and scholarship under the direction and supervision of University faculty mentors.

*the University shall grant exceptions where individuals present documentation satisfactory to the University confirming completion of degree requirements.
Definition - Exclusions:

- Confidential employees;
- Employees covered by Chapter 41.76 RCW [Faculty];
- Employees privileged as attending physicians within the context of their University responsibilities;
- Employees enrolled in clinical residency and fellowship programs in the health sciences;
- Employees engaged in research related to their clinical training program
- Individuals employed by non-University entities (e.g., individuals paid directly by Howard Hughes Medical Institute, the Veterans Administration, Fred Hutchinson Cancer Research Center, and the U.S. Military);
- All other employees.
Postdoctoral Scholar Titles

- Research Associate
- Research Associate-Trainee
- Senior Fellow
- Senior Fellow-Trainee

Additional or modified titles are subject to mutual agreement

Reminders and Ongoing Work
Report Requests – Protected Data

> Protected Data includes:
  – Age
  – Race/Ethnicity
  – Gender
  – Military Service/Veteran Status
  – Disability Identification

> Requests should be directed to eoaa@uw.edu

> AP adheres to UW’s Privacy Principles, Policies, Standards, and Guidelines
  – Personally Identifiable Information will not be released
  – Data will not be released for populations smaller than five.
H-1B Processing Times

> DOL prevailing wage processing times:
  Historically: **45-90 days**; currently: **~120 days**

> USCIS adjudication times in months:

<table>
<thead>
<tr>
<th>FY2015</th>
<th>FY2016</th>
<th>FY2017</th>
<th>FY2018</th>
<th>Current</th>
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<tbody>
<tr>
<td>2.3</td>
<td>5.5</td>
<td>4</td>
<td>3.3</td>
<td>9.5-12.5</td>
</tr>
</tbody>
</table>

> This can create problems for
  > scholars changing status from F-1, J-1, etc.
  > scholars relying on the 240-day period

> ISO advisors will let you know if premium processing is necessary; however, we now recommend paying the $14100 Premium Processing Fee to USCIS in **most cases**.
Questions?

What questions do you have that we can help with today?