DATA INTEGRITY FOR ACADEMIC PERSONNEL IN WORKDAY

OCTOBER 2, 2020

AGENDA

Guiding Documents

OAP's Data Integrity Strategy

Specific Data Integrity Objectives

Data Integrity Resources

GUIDING DOCUMENTS

WASHINGTON STATE GOVERNANCE DOCUMENTS

- Revised Code of Washington (RCW)

- Washington Administrative Code (WAC)

UNIVERSITY GOVERNANCE DOCUMENTS

- Administrative Policy Statements

- Board of Regents Governance

- Presidential Orders

- Faculty Code

- Librarian Personnel Code

- Collective Bargaining Agreements (Postdocs, Residents & Fellows, Extension Lecturers)

POLICY GUIDANCE

- Academic HR web pages:
  - Academic Titles and Ranks
  - Policies and Procedures

QUESTIONS?

- Is there a way to be notified when a policy or procedural change has been announced?
  - Policy and procedural changes are usually announced in the eDigest prior to taking effect. Those announcements will include the effective date of the change and any applicable grace period. Additionally, we create space for questions around new policies and procedures during the Quarterly Administrators Forums. Visit the OAP Upcoming Trainings and Forums page for the 2020-21 schedule.

OAP DATA INTEGRITY STRATEGY

THE 5 C'S

OAP's data integrity strategy can be encapsulated by the five c's

- Current

- Correct

- Complete

- Consistent

- Compliant

CURRENT

Academic Appointment and Position details are up-to-date and reflect any recent changes

•Appointments and Positions have end dates in the future

•Fall outs from EIBs have been manually entered in Workday by unit administrators

- Promotions
- Reappointments
- Reorganization, Consolidation, Elimination of Programs (RCEPs)
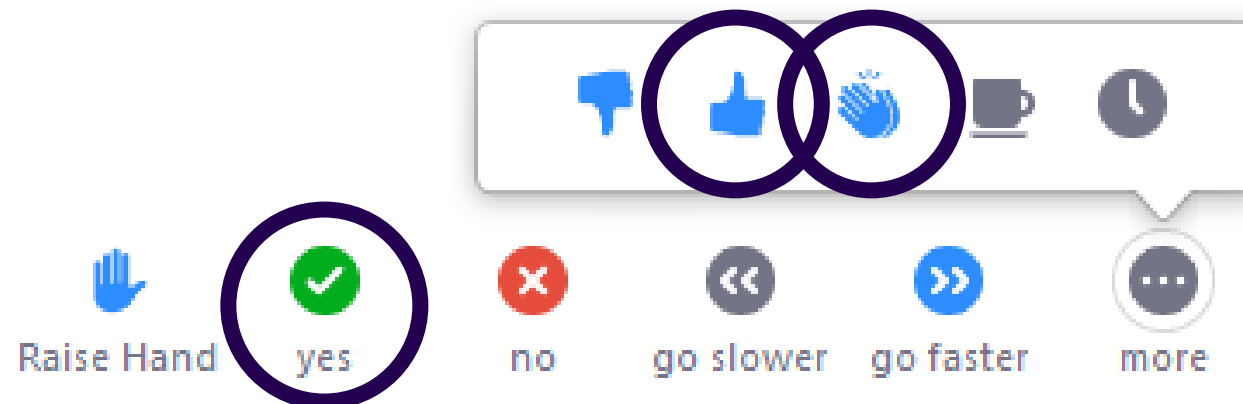- Summer Hiatus

ACTIVITY!

Which of OAP's audit reports in Workday relate to this data integrity principles?

Please open the "Participants" tab so you can join in!

More than answer may be correct.

AUDIT REPORTS: CURRENT

R0623: Academic Positions with Invalid Service Periods

R0469: Academic Workers without Primary Academic Appointments

R0361: Expired & Expiring Academic Appointments

R0469: Academic Workers without Primary Academic Appointments identifies academic workers who do not have a current primary academic appointment

R0361: Expired & Expiring Academic Appointments identifies appointments that are no longer current.

CORRECT

The data entered accurately reflects the details captured in the person's offer letter, reappointment letter or other relevant documents

- Start and end dates

- Academic Rank/Job Profile

- Appointing Unit/Supervisory Organization

- Roster/FTE/Tenure

AUDIT REPORTS: CORRECT

R0679: Invalid Roster Percent Audit

R0343: Appointments Without Valid Appointment Identifiers

R0321: Upcoming End Employment Dates

yes

R0343: Appointments Without Valid Appointment Identifiers includes appointments with identifiers that are not appropriate for the academic rank

R0321: Upcoming End Employment Dates identifies positions that may have an incorrect end employment date due to reappointment

COMPLETE

Ensure all of the available data fields are populated

- Required fields
  - Start and End Dates
  - Academic Rank/Job Profile
  - Academic Unit/Sup Org
  - Appointment Identifier

- Conditionally required fields
  - Roster Percent
  - Tenure Percent
  - Tenure Award Date
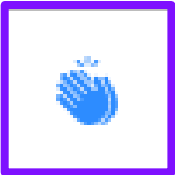 - Academic Review Date
  - Waiver Year(s)

AUDIT REPORTS: COMPLETE

R0686: Waiver Year Actions without Waiver Year Entries

R0659: Academic Salaries Below State Minimum

R0663: Invalid Academic Position End Dates

R0686: Waiver Year Actions without Waiver Year Entries identifies appointments that were updated using a "waiver" reason code, but don't have a waiver year entered in the "Additional Data" section.

R0663: Invalid Academic Position End Dates identifies positions that are fixed term, but do not have an end employment date

R0686 is a new report in Workday to support the new Waiver Year custom object and the promotion and tenure review process.

CONSISTENT

The data entered for position(s) and appointment(s) match

- Job Profile ≈ Academic Rank

- Primary appointment ranks ≈ Secondary appointment ranks

- Start & End Dates (as appropriate)

- Supervisory Organization ≈ Academic Unit

AUDIT REPORTS: CONSISTENT

R0612: Academic Appointees without Active Positions

R0650: Academic Personnel with an Invalid Primary Academic Rank

R0630: Invalid Appointment End Dates

yes

R0650: Academic Personnel with an Invalid Primary Academic Rank identifies instances where the job profile and academic rank are not consistent

R0630: Invalid Appointment End Dates identifies academic appointments with end dates that are not consistent with the academic rank

COMPLIANT

The appointment and position details adhere to the relevant governing documents (RCW, WAC, Faculty Code, Librarian Code, etc) and UW policies

•Roster Percent/FTE

•Monthly Base Rate (Salary)

•Academic Appointing Unit

AUDIT REPORTS: COMPLIANT

R0658: Appointments Missing Academic Review Dates

R0613: Upcoming Postdoctoral Scholar Required Compensation Changes

R0344: Appointments in Non-Academic Appointing Units

R0658: Appointments Missing Academic Review Dates identifies academic appointments in ranks requiring an academic review (2nd year review) that don't have the review date identified.

R0613: Upcoming Postdoctoral Scholar Required Compensation Changes identifies Postdoctoral Scholars who need to have a Collective Bargaining Agreement-mandated pay increase entered in Workday

R0344: Appointments in Non-Academic Appointing Units identifies academic appointments that need to be updated to a valid academic appointing unit.

QUESTIONS?

- What are appointment identifiers?
  - They describe the appointment on a high level and are a key categorization tool. The four identifiers are:
    - **Primary** - all individuals with academic appointments must have one and only one active appointment with this identifier)
    - **Joint** – secondary appointments in the following track types: tenure/tenure track, research, without tenure due to funding, teaching, clinical – dental pathway
    - **Dual** – secondary appointments in the following track types: acting, adjunct, affiliate, clinical salaried, clinical non-salaried, visiting, lecturer, endowed, among others
    - **Administrative** – secondary appointments in the administrative and administrative emeritus track types

- What is the roster value?
  - The contracted rate of FTE from the offer letter, reappointment letter, or contract.

SPECIFIC DATA INTEGRITY OBJECTIVES

WHY CLEAN DATA IS IMPORTANT

- Documentation
- Executive Decision Making
- University-wide Reporting
- Operational Dependencies

DOCUMENTATION

Workday is the University of Washington's database of record for human resources and payroll data.

Data is fed from Workday through the Enterprise Data Warehouse (EDW) to systems like MyGrad, ORIS, OAP's Promotion & Tenure Portal, and many others.

EXECUTIVE DECISION MAKING

Strategic Planning

Operational Planning

Budgeting

UNIVERSITY-WIDE REPORTING

Workday is the source for all reporting done across the University

◦ Affirmative Action Plan

◦ IPEDS

◦ AAUP

◦ University/College/Departmental Accreditation

◦ Public Records Requests

◦ Great Colleges

◦ UW's Bond Rating

◦ Local, State, and Federal Agencies

OPERATIONAL DEPENDENCIES

Unit & OAP Priorities

- Promotion & Tenure
- Sabbaticals
- Reappointment
- Summer Hiatus
- Merit Adjustments
- Compensation

Individual Priorities

- Employment verification
- Benefits
- Retirement
- Building Access
- Systems Access
- Campus Identification
- Compensation

DATA INTEGRITY RESOURCES

OAP WEB RESOURCES

- Academic Titles and Ranks
  - https://ap.washington.edu/ahr/academic-titles-ranks/
- Policies and Procedures page
  - https://ap.washington.edu/ahr/policies/
- Sextant
  - ap.wa.edu/sextant
- Training and Forum Archive
  - https://ap.washington.edu/ahr/resources/training-and-administrator-forum-materials/
  - Census Preparation Workshops
  - Spring Cleaning (2019 and 2020)

ELSEWHERE

- AHR Specialists
  - https://ap.washington.edu/about-us/contact/

- ISC Tier 2 Academic Service Partners
  - https://isc.uw.edu/support-resources/how-to-get-workday-help/hcm-service-partners/

- Workday Reports
  - R0662 Academic Appointment Data Issues Summary
  - Others posted to ap.wa.edu/audit-reports

- ISC User Guide Library
  - https://isc.uw.edu/user-guides/