Administrators Forum

March 2023

Agenda

- Sexual Misconduct Disclosure New System and Process

- Preparing for Merit

- Academic Personnel Processes and FT Cutover

- Summer Hiatus Update and Preparations

- Due Dates on the Horizon

Sexual Misconduct Disclosure (SMD) New System and Process

SMD - New Online Tool!

- **We heard you!**

- Units requested a **more efficient** process and we implemented the Ideal-Logic online tool.

- Notification of Ideal-Logic launch went to unit administrators on **March 6.**

SMD – New Online Tool!

- Details about **how to use** the Ideal-Logic tool are available at: https://ap.washington.edu/ahr/policies/recruitment/planning/sexual-misconduct-disclosure/

- Access to Ideal-Logic has been granted to unit administrators. **To add or remove** administrators, email acadpers@uw.edu

SMD – Unit administration

- Unit administrators will **receive notifications** from Ideal-Logic as the candidate moves through the process.

- Sexual misconduct disclosure and employer verification statuses can be checked at **any time**.

- When status is "**Complete**" in Ideal-Logic, units may extend the offer and proceed with the hire process.

- A document is still required for the hire business process in Workday. This can be easily downloaded from Ideal-Logic and **does not require a signature**.

SMD resources

- **Review** the [Sexual Misconduct Disclosure Process webpage](#) first

- For questions not answered on the webpage, **reach out** to OAP via acadpers@uw.edu

SMD Q&A from Forum Discussion

Q: The SMD process ends with a "**complete**" status; what **status steps** lead up to that?

A: **The status steps you may see in Ideal-Logic include:**

- **Waiting for Candidate** - Unit administrator has initiated the SMD process in Ideal-Logic and the form link is sent to the candidate. After the candidate completes the form, the next step is...

- **Waiting on Employer Review** - Ideal-Logic sends the completed SMD form to current/past postsecondary institutions (Washington state only) to request reference checks (if there are any identified by the candidate on the SMD form). After the employer completes reference checks, the next step is...

- **Completed** - When status shows as Completed, units may extend the offer and progress with the hiring process.

- **Not Cleared** - If candidate or employer indicates YES to any SMD question, AHR is notified and will contact the unit administrator regarding next steps – offer may NOT be extended and units may not proceed with hire process.

SMD Q&A from Forum Discussion

Q: How does the SMD/Ideal-Logic process work for **temporary lecturer** hires and rehires?

A: While you should refer to [SMD content on the OAP website](#) for detailed guidance, a key consideration is that the SMD process via the Ideal-Logic online tool is required if there is **a break of service of even one day**.

For example, if a Lecturer Part-time Temporary is hired to work for Winter or Spring quarter, then is **terminated** and **rehired** for Autumn quarter, the candidate is subject to the SMD process in the Ideal-Logic tool.

SMD Q&A from Forum Discussion

Q: Are the SMD process and Ideal-Logic tool just for faculty or do they apply to Extension Lecturers and other **academic staff**? Will we still be able to use Ideal-Logic for those populations?

A: Yes, **all academic personnel final candidates are subject to the SMD requirement and must be processed using the Ideal-Logic online tool**, including final candidates for academic titles and ranks listed on the OAP website's <u>titles and ranks pages</u> and/or in <u>Administrative Policy Statement (APS)40.1</u>.

Q: How do we **prove** we have completed the SMD check when processing the hire in Workday?

A: Refer to the <u>website</u> section "**Required documentation for hiring packet**" for instructions on how to print the SMD form that needs to be included in the hiring packet uploaded in Workday.

SMD Q&A from Forum Discussion

Q: Is the Ideal-Logic process only required when the final candidate has current/past higher ed employment in Washington state and not other states?

A: **All final candidates**, who do not hold a current UW academic appointment, must complete the SMD requirement using the Ideal-Logic online tool – **regardless of employment history**.

All final candidates must list ALL current/past employment by postsecondary educational institutions on the SMD form, including international institutions and institutions outside of Washington state.

Ideal-Logic will only send reference check requests to Washington state postsecondary educational institutions.

Preparing for Merit

FY24 Merit Preparation

- [FY24 Merit Process Guide](#) **available now**

- Will be updated when merit is officially authorized

- FT cutover will **impact and limit** time for merit preparation

- **Start data clean-up** now

Key FY24 Merit Cycle Milestones
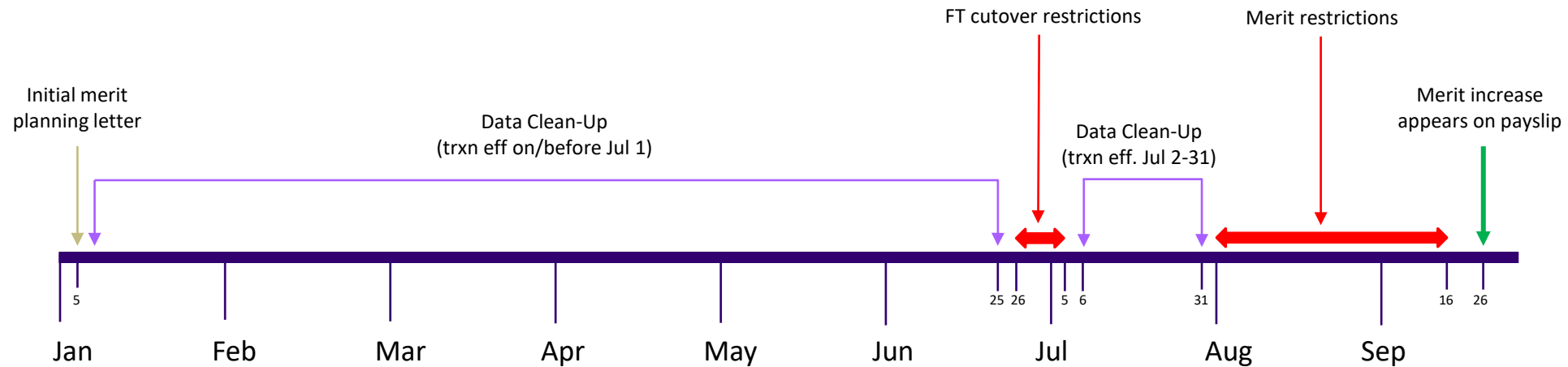
Top 4 Merit-Related Data Issues

4. Job changes not processed in time (prospectively)

3. "Saved" business processes

2. Inaccurate practice plan allowance

1. **Zero compensation**

#4

Job changes not processed in time

- Data pulled into the official merit file reflects what the record will look like on **August 31**

- Job changes effective before September 1 should be **completed** in Workday by July 31

- Terminations, lateral moves, and other anticipated **job changes should be future-dated** and not retroactive

- Keep in mind that **FT cutover will impact processing** this summer

#3

"Saved" business processes

- Workday allows initiators to begin a business process, save it as a draft, and return to it later

- 'Saved' business processes **block** the merit load

- Check your Workday queue and **complete or delete saved transactions** by July 31

#2

Inaccurate practice plan allowances

- Retroactive revisions to the practice plan allowance constitute a fair percentage of post-merit corrections

- **Audit practice plan allowances now** to make sure the correct data is pulled into the official merit file

#1
'Zero comp' records

- Merit increases calculated against base salary

- If pre-merit base salary is $0, post-merit base salary will be $0 **($0 + any% = $0)**

- Except in approved leave situations, academic personnel who are not being paid should be in an **unpaid job profile or terminated**

- "Holding" a position by zeroing out the FTE is not permitted and could be in **violation** of state regulations

Tips for Avoiding Data Issues

- Ensure 9-month academic appointees with Autumn 2023 offer letters are **put on summer hiatus**

- **Process terminations in advance**; end the academic appointment as well as the position

- Return affiliate and clinical non-salaried faculty to **unpaid academic job profiles** when no longer being paid

- Where appropriate, **extend compensation and/or employee end dates** for appointees continuing in their positions

Reports to Support Data Clean-up

Run the following Workday reports:

- **R0536**: Merit Data Audit Report

- **R0612**: Academic Appointees without Active Positions

- **R0469**: Academic Workers with Primary Academic Appointments

Resources

- **Merit process and timelines**
  FY24 Merit Process Guide

- **Data clean-up processes**
  Workday user guides and/or acadpers@uw.edu

- **Academic Personnel merit policy/practice**
  Peg Stuart (mjstuart@uw.edu)

- **Staff merit policy/practice**
  uwhrcomp@uw.edu (for campus)
  medcomp@uw.edu (for medical centers)

Stay tuned...

More merit guidance to come at OAP's Summer Admin Forum

UW Financial Transformation

- https://finance.uw.edu/uwft/

- https://uwnetid.sharepoint.com/sites/UWFTChangeNetwork/SitePages/Cutover.aspx

Effective dates (aka "start dates")

Example #1:
Retroactive

New Hire:
Submitted: 3/15/2023
Effective/start date: 3/1/2023

Example #2:
Prospective

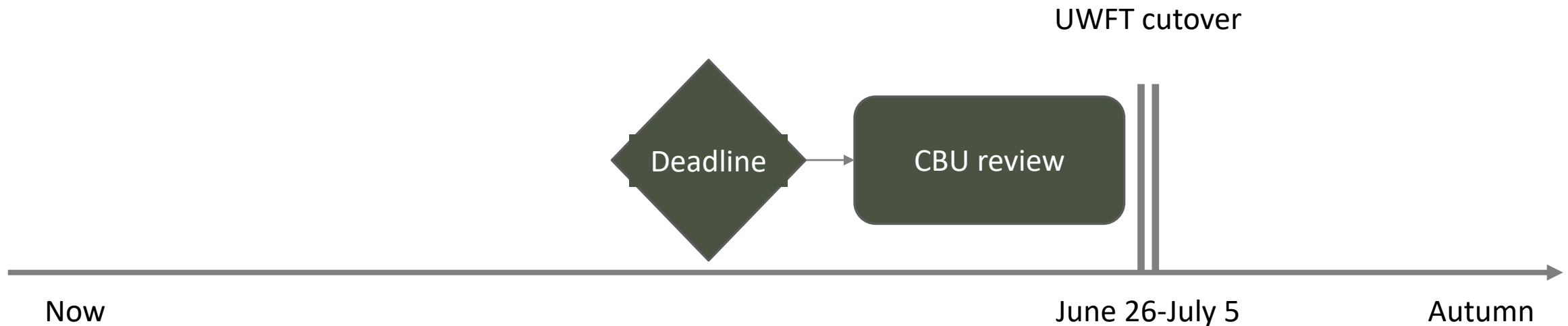New Hire:
Submitted: 3/15/2023
Effective/start date: 7/1/2023

Data conversion during cutover

All in-flight transactions will be **cancelled**

UWFT cutover
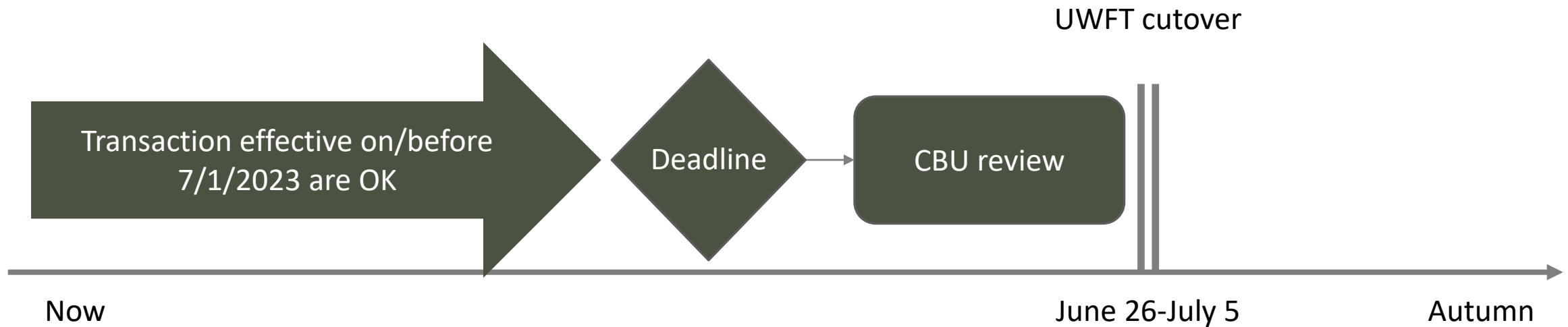
Now   June 26-July 5   Autumn

CBUs need time to review transactions

Central Business Unit (CBU) = OAP, UWHR, and ISC (on behalf of OAP/UWHR)

UWFT cutover

Deadline → CBU review

Now   June 26-July 5   Autumn

Please submit ≤7/1/2023 transactions

UWFT cutover

Transaction effective on/before 7/1/2023 are OK

Deadline

CBU review

Now

June 26-July 5

Autumn

≥7/2/2023 transactions must wait

UWFT cutover

Transaction effective on/after 7/1/2023 are OK

Now

June 26-July 5

Autumn

Retroactive transactions spanning 7/1 will require ISC involvement

UWFT cutover

Retroactive transactions

Now   June 26-July 5   Autumn
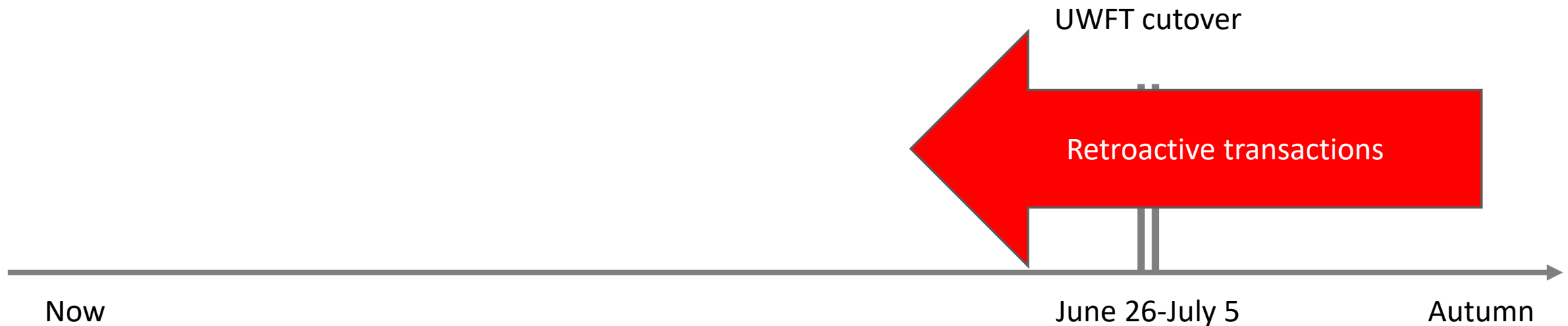
OAP deadlines

- **Monday, May 1**: any transaction that can be planned ahead of time, such as new hires, job changes, or data clean-up work.

- **Friday, June 16 at 5 PM:** "guaranteed to review" date—if a transaction does not require any back-and-forth with units and is submitted to OAP by this date, OAP will review it prior to the UWFT cutover.

- Transactions that require any back-and-forth or revision ('send back') **might not** be processed prior to cutover.

⚠ Common retroactive transactions

- **Terminations**
  - R0321: Upcoming End Employment Dates
  - R0469: Academic Workers Without Primary Academic Appointments
  - R0663: Invalid Academic Position End Dates

- **Job changes** (generally), e.g. FTE changes, sup org changes

- **Compensation changes** (generally)

- **Unpaid academics** (specifically): proactively confirm continued relationship

Training resources

https://ap.washington.edu/ahr/resources/training-archive/

- 2022 AP Census Preparation Workshop

- Spring Cleaning: Academic Data Issues and Business Impacts

- Spring Cleaning: Academic Data Issues and Business Impacts (Bonus Slides)

- Spring Cleaning: Position Data for UW Academic Personnel

- Spring Cleaning: Academic Appointment Data in Detail

- Spring Cleaning: Dates for Academic Appointments in Workday

- Spring Cleaning: Workday Data for UW Academic Personnel

Additional resources

Data audits: https://ap.washington.edu/blog/2020/08/workday-academic-personnel-audit-reports/

ISC HCM/Payroll FT Cutover Planning Page coming soon!

For questions not answered in the training and data audit resources, **contact**: Carla Englander, cengland@uw.edu

Summer Hiatus Update and Preparation

What is Summer Hiatus?

- Leave for **9-month** faculty and AFT extension lecturers

- **Does not** affect or change individual's benefits eligibility

- Triggers [septuple deduction](#)

- Can span entire summer **or** only a portion of the summer

- **Details and FAQ** available at: https://isc.uw.edu/your-time-absence/summer-hiatus-for-academic-personnel/

Summer Hiatus Eligibility

- AFT Extension Lecturers and Faculty with **9-month service periods**

- **Must** have a position during both Spring 2023 and Autumn 2023

- Affiliate, Clinical Non-Salaried, and Emeritus faculty not being paid during summer quarter should **move to the Unpaid Academic job profile**

ISC Deadlines

June 2 – deadline to manually process Full Summer Hiatus Leave that was not part of the EIB load

June 20 – deadline to process partial Summer Hiatus Leaves

⚠️ Delayed leave entry may **impact or prevent** deduction payments

Audits to Run in Preparation

R0623 Academic Positions with Invalid Service Periods

- [Change Organization Assignments for Worker User Guide](#)

R0321 Upcoming End Employment Dates

R0663 Invalid Academic Position End Dates

- [Extend Employment End Date User Guide](#)

- Change of Employee Type may be required

System Constraints

- Entry of transactions with **effective dates on or after 7/2** is currently prohibited (UWFT Cutover)

- Entry of job changes with **effective dates on or after 9/1** is currently prohibited (Merit Restricted Entry)

- **Effective 8/1,** entry of any job changes is prohibited (Merit Restricted Entry)

- Any job changes entered during restricted periods will be **rescinded**

Special Situations

1. Pending P&T Decisions

2. Pending reappointment decisions

3. Planned Summer Quarter Retirements

4. Autumn Quarter job changes

#1
Pending P&T Decisions

For faculty under review for promotion/tenure:

- **OAP will extend their position end date** via EIB in April

- Units **should not** enter appointment or position changes in Workday unless instructed to do so by OAP

#2

Pending Reappointment Decisions

If a reappointment decision is made before June 15, but after EIB load is complete:

- Enter reappointment actions (job change and update academic appointment)

- Place on leave (full or partial as appropriate)

If the unit does not make a reappointment decision by June 15:

- Terminate worker

- End all academic appointments*

- Rehire when and if reappointment decision is made

#3

Summer Quarter Retirements

For academic personnel scheduled to retire during summer quarter:

- Manually enter **partial summer hiatus leave**

- Return individual from leave at least one day **prior to retirement effective date**

- **Terminate** worker using the appropriate business process

#4.1

Autumn Quarter Job Changes

Option 1

- Extend the current position end date to 9/15/2023 via Reappointment

- Place the worker on Summer Hiatus

- Return the worker from leave (done via EIB for 9/15 return dates)

- Enter the lateral move to the new position effective 9/16/2023 after merit restrictions are lifted

#4.2

Autumn Quarter Job Changes

Option 2

- As appropriate, consider making or revising an offer to include a 6/16 start date

- Enter the lateral move to the new position effective 6/16/2023

- Place the worker on Summer Hiatus

- Return the worker from leave (done via EIB for 9/15 return dates)

Keep in mind:

- Any salary change would take effect 6/16/23
- Policies/expectations of new job would take effect 6/16/23

Summer Hiatus Q&A from Forum Discussion

Q: If a faculty is **leaving the UW in August** and will be on summer hiatus until that date, does this person also need returned from summer hiatus the day before the separation date?

A: Yes, the person should be **returned from leave the day before their resignation date**, and the two transactions should be processed with successive effective dates.

However, unless the faculty member has some UW-employment related activity occurring over the summer (e.g., mentoring, closing out grants), **it is not appropriate to delay termination beyond June 15, 2023**. If a faculty member with a 9-month service period won't be returning for Autumn Quarter, their resignation date should be effective on the day their work assignments end.

Summer Hiatus Q&A from Forum Discussion

Q: If we start someone in a new position before they go on summer hiatus, will **merit will be applied to new position**?

A: The individual will show up on the **merit file** in whatever job profile Workday shows they will be in as of August 31.

- **If you keep them in the current job profile** and put them on summer hiatus (i.e., scenario 4.1), they will come over on the merit file in that profile and will be due a merit increase (if found meritorious).

- **If you move them to the new job profile** before putting them on summer hiatus (i.e., scenario 4.2), they will come over on the merit file in that profile. If their new offer letter noted a preclusion from merit and the new salary already incorporated the equivalent of a merit increase, then the unit could enter a preclusion reason code on the merit file.

Summer Hiatus Q&A from Forum Discussion

Q: Using the scenario 4.2, **can I use a July 1 start date** instead of June 16?

A: Yes, although the person would need to have an active position as of June 30, which may involve extending the current position end date and/or a partial summer hiatus leave.

Q: Some faculty **go on and off hiatus multiple times** during the summer. Can I submit all the hiatus and return from leave BPs for the entire summer now, or can I only submit hiatus changes effective July 1 and earlier?

A: Because of UWFT cutover restrictions, at this time, you can only submit leaves effective on/before July 1. You will have to wait to process leaves occurring on/after July 2 until after the UWFT cutover ends. After July 5, you could enter each of the leaves and returns from leave in succession, but we advise entering them one leave and return at a time. This minimizes the likelihood of needing to rescind transactions.

Key Due Dates on the Horizon

Remember to frequently review the OAP's **Due Dates Calendar**

Mar 16	Sabbaticals with March 16 start date need to be entered into Workday prior to the end of the pay period
Mar 17	Spring reappointment spreadsheets due to Academic HR
Jun 15	All academic review decisions for 9-month faculty due in Workday
Jun 15	Sabbaticals with June 15 end date need to be returned to work in Workday
Jun 16	Sabbaticals with June 16 start date need to be entered into Workday prior to the end of the pay period
Jun 30	All academic review decisions for 12-month faculty due in Workday
Jun 30	Deadline to complete and close recruitments opened between January 1 and June 30, 2022 (don't forget to assign a disposition code to all applicants)
Jun 30	Prepare for 2023-24 promotion and/or tenure reviews by running R0722: Academic Promotion/Tenure Data Issues; missing data must be entered before the promotion & tenure packet is submitted to OAP

Thanks for attending!