SPRING ADMINISTRATORS FORUM

APRIL 21, 2020
AGENDA

• ISO Announcements
• Overview of New Leaves and Sick Time Offs
• Workday Data and Business Processes
• Promotion and Tenure Clock Updates
• Business Rules for Clinical and Affiliate appointments
ISO Announcements
Presented by Susan Larrance
NOVEL CORONAVIRUS IMPACTS: J-1

• Many incoming J-1 scholars are unable to make visa appointments or enter the U.S.
  • Email ISO to modify start dates. Standard CTI fee of $55 applies.

• Many outgoing J-1 scholars are unable to book flights home
  • U.S. Department of State has automatically extended stays by 2 months for any J-1 expiring in April/May 2020; ISO working on issuing new DS-2019s
  • OAP allowing short-term (up to three months) self-funded extensions for visiting scholars

• Many current J-1 scholars are working remotely from home
  • E-mail ISO to report new/changed worksites in SEVIS

⇒ See the ISO COVID-19 blog post for more detail
NOVEL CORONAVIRUS IMPACTS: H-1B

New work locations (including homes) require “notice to U.S. workers” - see 03/16 ISO Contacts email

• For CBA positions: e-mail new worksite address to ISO; ISO will notify union
• For non-CBA positions, where new worksite is in same county as UW worksite: post LCA notices at new worksite, send completed verification of posting to ISO
• For non-CBA positions, where new worksite is in different county than UW worksite: e-mail ISO for directions on how to proceed
NOVEL CORONAVIRUS IMPACTS: H-1B (CONTINUED)

USCIS suspended premium processing 03/21, which increases processing times for certain H-1B visa requests (people changing status or coming from outside the U.S.).

- Please submit H visa requests as early as possible to allow extra time for USCIS processing

⇒ See the ISO COVID-19 blog post for more detail
NEW ISO ADVISOR

Meet Nicole Schwab, our new International Scholars Operations (ISO) advisor.

Nicole brings to the position seven years of experience working in the UC Berkeley International Office with J-1 scholars.
New Leaves and Sick Time Off
Presented by Paul Athens & Sunday Stanley
FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

The federal government passed relief legislation on March 18, 2020.
It includes two employee leave acts impacting UW employees:

• **Emergency Paid Sick Leave Act:**
  Provides up to 10 work days of paid leave to employees for the following:
  ◦ They are unable to work or telework for their own isolation/quarantine
  ◦ To care for an individual who is subject to a federal/state/local isolation/quarantine
  ◦ To care for a minor child due to a COVID-19 related school or child care closure

• **Emergency Family and Medical Leave Expansion Act**
  Provides paid and unpaid leave to employees* who cannot work or telework and need to care for a minor child due to a COVID-19 related school or child care closure.

*Certain employees are excluded from the provisions of this legislation.
How to apply:

For application forms, visit Academic HR’s FFCRA site: https://ap.washington.edu/ahr/policies/leaves/leave-under-the-families-first-coronavirus-response-act/

- Emergency Family and Medical Leave Expansion Act
- Emergency Paid Sick Leave Act
PAID FAMILY AND MEDICAL LEAVE (PFML)

Using Paid Sick Leave as a supplemental benefit

Supplemental benefit allows employees to use approved paid sick leave and their PFML benefit simultaneously.

How to apply:

• Once faculty are approved for PFML, AHR will notify both the department and the faculty member of approval.

• The faculty member will need to notify the department that they wish to use sick leave as a supplemental benefit.
PAID FAMILY AND MEDICAL LEAVE (PFML)

After department receives an email notice from Academic HR confirming PFML leave approval:

• If the faculty member confirms use of UW paid sick leave as a supplement to PFML state benefits:
  • Enter **Sick Time Off-PFML** details into Workday for the approved PFML leave duration.
  • To correct previously entered Sick Time Off to Sick Time Off-PFML use the **Correct Absence** BP and change the sick time off to the sick time off-PFML.
  • Refer to the **ISC user guide** for detailed instructions.

• Librarians and employees covered by a CBA may have access to other supplemental benefit types.
  • Follow the steps above using applicable paid time off types available in Workday.
Workday Data and Business Processes
Presented by Carla Englander & Kimberlee Ely
SPRING CLEANING 2020

Focus will be a deep dive into academic appointments

Weekly topics
- Wed April 22: Data for UW Academic Personnel in Workday
- Wed April 29: Academic Appointment Dates
- Wed May 6: Academic Appointment Data in Detail

Zoom sessions on Wednesdays, 1:00 to 2:30
- Presentation on topic
- Clean up activity
- All are welcome!

RSVP: ap.washington.edu/ahr/resources/workshops/
REQUIRED DOCUMENTATION

OAP requires documentation to support hires and other appointment actions that become part of the employee’s record.

The ISC may require additional documentation to support review and approval of a business process in Workday.

*There is no need to consult OAP when the ISC asks for information that is not listed as “required” on our website.*
FACULTY AND LIBRARIAN HIRING RESTRICTIONS

The provost communicated to the Board of Deans and Chancellors that hiring should be restricted to mission critical positions at this time.

Offers made on or after April 10, 2020 have new documentation requirements. When initiating a hire, units must include the 2019-20 Hiring Cycle Approval to Extend Offer form in the Offer Letter PDF that is uploaded to Workday.

ap.washington.edu/ahr/policies/recruitment/planning/search-and-hire-overview/
TERMINATION REASON CODES

When entering a voluntary termination in Workday indicate the reason for resignation using one of the options below for Termination of Job:

• Separation – Better Job Opportunities *(If it is unclear if the new position is academic)*
• Separation – Commute *(If the commute to the worksite became too difficult)*
• Separation – Educational Pursuit *(Left to pursue another degree or certificate)*
• Separation – Job Dissatisfaction
• Separation – Relocation *(usually because partner accepted a position out of area)*
• Separation – Resigned – New Academic Position
• Separation – Resigned – Accepted Non-Academic Position
• Separation – Transfer within UW Medicine
Postdoctoral scholars are assigned a grade profile (0-5) in Workday based on the salary scale described in section 32.2 of the UAW Postdoctoral Scholars contract.

**REMINDER**

The grade profile must be updated when giving a CBA-mandated pay increase using the Request Compensation Change-Postdoctoral Scholars business process.

**NEW**

This step is not an option for postdoctoral scholar fellows who are on a stipend. When changing the period activity pay amount for a CBA-mandated increase, please note the new grade profile in the comments.
SUMMER HIATUS

AHR will be sending information about summer hiatus after spring reappointments are processed on April 24.

IMPORTANT!

• Fall quarter positions not loaded via the reappointments process *must* be entered before the Summer Hiatus EIB spreadsheet is complete

• AHR will be looking for offer letters to validate manual entries to the Summer Hiatus EIB load
REMINDERS

• Faculty on a sabbatical ending with the academic year must be returned from leave in Workday

• AHR deletes documents from Workday upon approving some business processes. Do not reload them.

• Many clock managed titles must be reviewed for consideration of a second 3-year appointment; decisions must be entered in Workday by the end of the academic year.
Promotion and Tenure Clock Updates
Presented by Jim Ballew
COVID-19 PROMOTION AND TENURE CLOCK WAIVERS

As a result of the extraordinary circumstances associated with COVID-19, eligible faculty and librarians may seek automatic approval to waive the 2019-2020 academic year from the promotion and tenure timeline.

Guidelines and application instructions are in the Academic HR web section.

ap.washington.edu/ahr/working/promotion-and-tenure-extensions/
A custom object has been added to Workday to track waiver years for academic personnel with mandatory promotion clocks.

When Updating Academic Appointment with a “Mandatory Promotion Clock Adjustment” reason code, you will be given the opportunity to identify a waiver year for the clock adjustment.
CLOCK WAIVER CUSTOM OBJECT

Step 1: Changed the end date on the academic appointment

Step 2: Submit the action

Step 3: You will be prompted to edit an additional step.

Step 4: Click on the “Edit Additional Data” button to choose the appropriate waiver year.
CLOCK WAIVER CUSTOM OBJECT

**Step 5:** Choose the year being waived in the clock extension request in the dropdown menu.

**DO NOT DELETE ANY YEARS PREVIOUSLY CHOSEN ON THIS PAGE**

**Step 6:** Click “Submit” and the business process will move forward for final approval.
Business Rules for Clinical & Affiliate Courtesy Appointments
Presented by Jim Ballew
COURTESY APPOINTMENT ISSUES

Affiliate Appointments
- Recognize professional contributions of individuals whose principal employment responsibilities lie outside the colleges or schools of the University (Faculty Code Section 24-34B.8).

Clinical Appointments
- Usually given to persons with primary appointments with an outside agency or non-academic unit of the University (Faculty Code Section 24-34B.11)
- Currently differentiated as “Paid” (50% FTE or more) and “Unpaid” (less than 50% FTE)

Any person in an affiliate or unpaid clinical appointment must have less than 50% FTE.
COURTESY APPOINTMENT ISSUE: 8-HOUR RULE

Any paid academic personnel who established PEBB eligibility and who are paid a minimum of 8 hours in a month are covered for the duration of that month.

When an academic personnel employee is terminated*, they are often kept on in an affiliate or clinical capacity.

These individuals must have a full calendar month without 8 hours of pay or they will remain benefits eligible. A title or employee type change alone is not enough to end eligibility.

Example: Associate Professor Jessica Jones is leaving UW but would like to remain an affiliate. Her last day of employment is on April 15. What day can her paid affiliate appointment start? Answer: June 1

*Any termination by reason of “Retirement” is exempt from the 8-hour rule
COURTESY APPOINTMENT ISSUES

Exploring other options

If your department wants to hire individuals to do work for compensation, consider using other titles when possible (Lecturer Part-Time, etc.).
Q&A
We have an international scholar with a J-1 visa who is leaving in April/May but the DS-2019 was automatically extended to June. Do we need to let ISO know?

Yes, please let the International Scholars Operations Team know, so they can update the international scholar’s record.

How do we adjust an approved leave without pay to an FFCRA leave?

Only leaves starting on or after April 1, 2020 need to be adjusted. Contact apleaves@uw.edu to modify an approved leave. Note: Relevant forms are on the OAP FFCRA page.

If a faculty member already has a promotion clock waiver year, could they apply to have another year waived?

Yes, they could apply to have another year waived. However, a faculty member could not apply for another waiver for the same year nor use COVID-19 as a reason to have two different years waived. Waivers related to COVID-19 challenges, which meet all the requirements, will be approved. Note: Academic HR won’t be sending approval notices. These approvals will be posted in Workday.
Q & A CONTINUED

Does the hiring restriction additional approval process apply to affiliate faculty?

No. Covered titles are listed in the dropdown menu on the request form. The process is currently limited to certain titles included on the hiring plan.

Should we be asking for a separation reason if none is given?

This information is not required; however it’s very helpful for reporting purposes. We would much appreciate it if you could include whenever possible.

Will merit continue?

There is no new information about merit, so we are proceeding as if merit will happen on September 16, 2020. Units should continue with the merit review process.
THANK YOU FOR JOINING US!

The slides will be available on the Office of Academic Personnel website.


acadpers@uw.edu