Winter 2022

Quarterly Administrator's Forum

Agenda

- Welcome New OAP Team Members

- Upcoming Key Due Dates

- Salary Disclosure Law

- COVID-19 Offer Letter Guidance

- Academic Review Date Business Codes

- 2022 AP Census Update

- Workday Tip: Inbox Filters

New OAP Team Members

Welcome New OAP Team Members

- **Heather Bliss** – AHR Director
- **Olivia Hermann** – AHR Specialist
- **Heather Kelly** – AHR Specialist
- **AnnaLise Bender-Brown** – Policy & Administration Analyst

- **Professor Fredrick Nafukho** to join as vice provost for Academic Personnel on February 1, 2023

Check out our [org chart](#) and [contacts](#) page for more information.

Upcoming Key Due Dates

2022-23 P&T Cycle

- Thanks to everyone who made the Dec 12 mandatory record deadline – great job!

- Non-mandatory and Early P&T records **due on Feb 1**

- Clinical/Affiliate P&T records **due on Mar 1**

- P&T Checklist should be **first page** of all submitted records

- See P&T Due Dates webpage for more info

2022-23 Sabbatical Applications

- Complete sabbatical application packets **due by Jan 6**

- All sabbatical applications **must** be submitted through SharePoint

- Be sure to review OAP's sabbatical web page for information about required application contents, PDF-naming conventions, statutory limits, etc.

- We anticipate sabbatical review outcomes by early March

2022-23 Reappointments

- Annual/multiyear faculty **must be notified of reappointment decisions** by Dec 15 (9-mo) or Dec 31 (12-mo)

- **Exception** for those faculty in their first year of appointment; then notification period is shortened to Mar 15 (9-mo) or Mar 31 (12-mo)

- Submit "Winter" reappointment spreadsheet to Academic HR by Jan 20; "Spring" spreadsheet by Mar 17

- Be sure to review OAP's Reappointments web content for details

Salary Disclosure

Reminders

- Update active job postings by Jan 1 to comply with law

- Required template language, guidance, and FAQs available on OAP's [Salary Disclosure](#) web page

- Starting Jan 1, AHR will send back postings that lack a salary range

- Remind your chair/director, dean/chancellor that the final offer **cannot** exceed the posted salary range

Regarding Postdocs

- Use current [postdoc contract](#) to inform salary disclosure compliance

- You can include a specific salary in the job postings, or a salary range

- If posting a range, the minimum end of the range must reflect the minimum required by the current contract

Visa Impacts

- During ad review in Interfolio, **ISO will check wage ranges against Department of Labor wage data** and contact units if the wage range starts lower than the likely relevant wage data

- When a prevailing wage determination is higher than the range listed in the ad, ISO will contact units about how/whether to proceed with sponsorship

COVID-19 Related
Offer Letter Guidance

Condition of Employment Statement

- Governor's vaccination mandate was lifted on October 31, 2022

- UW has since adopted its own vaccination requirement as a **condition of employment**

- OAP has revised template language that must be included in offer letters for UW academic personnel appointments

Academic Review Date Reason Codes

Academic Review Dates

- Update Academic Appointment business processes associated with Academic Review Dates are being **updated** to reflect appropriate language around this process

- This change will likely go through before the end of December

Academic Review Dates

Previous Reason Code	New Reason Code
Faculty Mandatory Promotion Progress Decisions > Postponed Second Year: Non-Renew	Faculty Mandatory Promotion Progress Decisions > Postponed Academic Review: Non-Renew
Faculty Mandatory Promotion Progress Decisions > Postponed Second Year: Renew	Faculty Mandatory Promotion Progress Decisions > Postponed Academic Review: Renew
Faculty Mandatory Promotion Progress Decisions > Second Year: Non-Renew	Faculty Mandatory Promotion Progress Decisions > Academic Review: Non-Renew
Faculty Mandatory Promotion Progress Decisions > Second Year: Postpone	Faculty Mandatory Promotion Progress Decisions > Academic Review: Postpone
Faculty Mandatory Promotion Progress Decisions > Second Year: Renew	Faculty Mandatory Promotion Progress Decisions > Academic Review: Renew
Librarian Mandatory Promotion Progress Decisions > Senior Assistant Librarian Third Year: Non-Renew	Librarian Mandatory Promotion Progress Decisions > Senior Assistant Librarian Academic Review: Non-Renew
Librarian Mandatory Promotion Progress Decisions > Senior Assistant Librarian Third Year: Renew	Librarian Mandatory Promotion Progress Decisions > Senior Assistant Librarian Academic Review: Renew
Librarian Mandatory Promotion Progress Decisions > Assistant Librarian Second Year: Promote	Librarian Mandatory Promotion Progress Decisions > Assistant Librarian: Promote
Librarian Mandatory Promotion Progress Decisions > Assistant Librarian Second Year: Deny	Librarian Mandatory Promotion Progress Decisions > Assistant Librarian: Deny

Academic Review Dates

- We also asked to have the following reason code removed as it is redundant:

  Update Academic Appointment > Librarian Mandatory Promotion Progress Decisions > Senior Assistant Librarian Third Year: Promote

Professional Staff Teaching

Professional Staff Teaching Reminder

- Teaching a credit-bearing class **requires** a faculty appointment; this includes professional staff (pro staff)

- Pro staff with 100% positions can teach for academic credit **one time per year** (July 1-June 30) and be compensated via Period Activity Pay (PA014)

- Pro staff who wish to teach more often can do so only by reducing their pro staff position FTE and adding a faculty position with dedicated FTE

- For-credit teaching activities **should not** be included in pro staff regular duties, the job posting, or the job description

2022 AP Census Update

Status of 2022 AP Census

22,397 individuals

- 22,222 academic appointments

- 21,103 Academic Personnel positions

2021 AP Census

- 22,040 individuals

- 21,836 appointments

- 22,004 positions

Results of Census Preparations Effort

359 individuals with data issues

- 327 individuals with data issues in 2021 (10% increase)

4 schools with **ZERO** issues

- Information School

- School of Dentistry

- University Libraries

- UW Tacoma

Commonly Seen Data Issues

- No Primary Appointment

- Invalid Identifier

- Expired appointments

- Missing Roster Value

No Primary Appointment

Common Causes

- Primary appointment ended, secondary appointment still active

- Primary appointment expired

Recommendations

- Notify secondary appointing unit when ending a primary appointment

- Run R0361 Academic Appointment Expiration Audit toward the end of each quarter

Which appointment is primary?

- Associated with a paid position

- Longer appointment term

- Higher roster value

- Established first

Invalid Identifier

Common Causes

- Identifier is not valid for title/track

Recommendations

- Run R0343 Appointments with Invalid Appointment Identifiers toward the beginning of each quarter

- Check Sextant to confirm valid identifiers

Expired Appointments

Common Causes

- Appointment not ended when termination processed

- Annual title hired after reappointment process started for "Spring" reappointment actions

Recommendations

- Run R0612 Academic Appointees without Active Positions toward the end of each quarter

- Units who appoint faculty to an annual title on or after Jan 1 can commit to reappointment in the initial offer letter and then set the appointment end date to the end of the next academic year

Example: Extended End Date in Offer

"On behalf of the School of X, we are pleased to offer you an appointment as Affiliate Instructor in the Department of Y effective January 3, 2023. Affiliate faculty are appointed on an 12-month annual basis (July 1 – June 30). As your appointment starts on January 3, 2023, we are pleased to also commit to your reappointment for Academic Year 2023-24 (July 1 – June 30)."

Missing Roster Value

Common Causes

- Value not entered

- Academic Rank is not correct

  - Visiting Professor is not the same as Visiting Scholar

Recommendations

- Run R0707 Academic FTE/Roster Percent/Tenure Value Audit toward the beginning of each quarter

- Visiting Scholar is in the Visiting Academic Staff academic track type, not Visiting Faculty

Workday Inbox Filters

Default inbox loading based on:

- Role assignments (e.g. Academic Partner, HCM Initiate 2)

- Unit/Sup Org assignments

High level filter options

- Business process type (e.g. add academic appointment, hire)

- Tasks (e.g. approvals, to dos)

Additional Conditions

Specific Business Process Reason

- Business Process Type must be selected

- Availability depends on the selected value

Compensation Amounts

Effective Dates

Passed (Retro)

- Less than "CF EE Current Pay Period Start Date"

Current Pay Period

- Less than or equal to "CF EE Current Pay Period End Date"

- Greater than or equal to "CF EE Current Pay Period Start Date"

Next Pay Period

- Greater than "CF EE Current Pay Period End Date"

- Less than or equal to "CF EE Next Pay Period End Date"

Future Pay Periods

- Greater than "CF EE Next Pay Period End Date"

Recommendations/Requests?

Which filters do you use?

Requests for filter options for us to research?

- Send via email or Teams to Carla

QUESTIONS?

Thanks for attending!

We wish all of you a wonderful holiday season and Happy New Year!