AGENDA

• Work abroad guidance
• Interfolio and recruitment
• ISO visa processing reminders
• Waiver year entries in Workday
• 2020 AP Census prep wrap-up
• Start of quarter audits
• Announcements
WORKING OUTSIDE THE U.S.

• Generally not allowed
• Exceptions for UW programs (e.g. Rome Center, I-Tech) in countries where UW is a registered employer and/or has a legal presence
• Refer to 12/3/20 guidance from UW Board of Deans and Chancellors
CASE-BY-CASE EXCEPTIONS

- Limited to current employees
- Requests must be made proactively by dean or chancellor
- Considered for personal or family health emergencies or COVID-related visa/travel delays
INTERFOLIO AND RECRUITMENT
NEW DISPOSITION REASON CODE

- Added to Interfolio
- D. Not Selected – Misconduct Declaration
- Use when applicant’s responses are the primary reason for removal from consideration
REMEMBER TO DISPOSITION CANDIDATES

• The University relies on candidate disposition codes to run EOAA reports.

• EOAA reports required by the University’s federal contracts.

• Assign disposition codes for every Interfolio applicant.
NEW HIRES, TRANSFERS & LATERAL MOVES

NEW INTERNAL & EXTERNAL HIRES

• Add to Workday Comment field: Interfolio ID and Hiring Plan number (if applicable)
NEW HIRES, TRANSFERS & LATERAL MOVES

NEW INTERNAL & EXTERNAL HIRES

• Allows AHR to easily match hired candidate in Workday to Interfolio ad and hiring plan.
• Details now included in relevant ISC user guides.
INTERNATIONAL SCHOLARS
ISO still accepting and processing visa requests, but many barriers to reentry:
- Many consulates closed or taking emergency appointments only
- Entry bans for persons coming from China, Iran, EU, UK, Ireland, and Brazil
- Entry ban on H-1Bs

Expect further delays as U.S. consulates re-close due to rise in COVID cases

ISO recommends against all nonessential international travel

See ISO COVID-19 Update for more information
GETTING OVER THE BARRIERS

- Entry bans for persons coming from China, Iran, EU, UK, Ireland, and Brazil:
  - Blanket national interest exemptions for J-1s from EU/UK/Ireland ban
  - Individual national interest exemptions for COVID research, national interest, etc. (only valid for 30 days from approval of exemption)

- Entry ban on H-1Bs
  - Some case-specific national interest exemptions; ask ISO

- Work with the UW Office of Federal Relations through your dean’s/chancellor’s office
WAIVER YEAR ENTRIES IN WORKDAY
WAIVER YEARS

• Workday custom object allows waiver year tracking

• For 2020-21 promotion and tenure cases, update waiver years in Workday before submitting P&T record
WAIVER YEARS

Waivers already processed in Workday

• Update the academic appointment and chose the following BP:

Mandatory Promotion Clock Adjustments > Waiver: Other reason
WAIVER YEARS

After submitting, click the **Edit Additional Data** button!
• Click.addButton to add waiver year
• Choose appropriate year (DO NOT delete any years already chosen)
• Add a comment with the waiver reason
• DONE!
2020 AP CENSUS PREP WRAP-UP
2020 AP CENSUS PREPARATIONS

- **Late August:** Initial data files
- **Early October:** Follow-up data files
- **October 23:** Transactions due to ISC
- **November 16:** Census data pulled from Workday
- **Late January 2021:** 2020 AP Census ready for use
ACHIEVEMENTS

NO ISSUES IN FINAL BUILD
- Information School (in Oct!)
- Built Environments
- Dentistry
- Evans School

MOST ISSUES RESOLVED
- Medicine
- Arts & Sciences
- Continuum College
- Pharmacy

MOST IMPROVED SINCE 2019
- UW Bothell
- UW Tacoma
- Public Health
- Law
START OF QUARTER AUDITS
GOAL

- Ensure Workday data is current, complete, and consistent
- Reduce accumulation of data errors
- Reduce burden of data cleanup in early autumn
PRIORITIZED AUDITS

• R0469: Academic Workers Without Primary Academic Appointments
• R0612: Academic Appointees without Active Positions
• R0650: Academic Personnel with an Invalid Primary Academic Rank
TIMELINE

• Run by January 15, 2021
• Address all issues by January 31, 2021

• Contacts: AHR Specialist and ISC Tier 2 Academic Service Partners (via ISChelp@uw.edu)
ANNOUNCEMENTS & REMINDERS
EDUCATION HISTORY IN WORKDAY

• Enter education history from CV when hiring academic personnel
• Faculty reviewed for promotion and/or tenure this year must have education history populated
• Audit for missing education history using R0689
SERVICE PERIOD CORRECTIONS

• Correct service periods critical to academic comp grade updates and salary minimums compliance
• Service periods are 9-month or 12-month dependent on appointing unit and/or title
• Search “service periods” on OAP site
• Use R0623 to audit
SEXUAL MISCONDUCT DISCLOSURE

• Fillable PDF version of the declaration form must be completed by all final candidates not current UW employees.
  ◦ Completed declarations required for new hire/rehire actions in Workday.
  ◦ Declaration form required after any break in service

• Updated information on OAP site:
  ◦ Chart to clarify declaration form requirements
REAPPOINTMENT

• If a salary increase is associated with reappointment, units still use reappointment spreadsheet
• Initiate Compensation Change BP manually after reappointments are loaded in Workday
• In-flight Workday Business Processes cause “reappoint” actions to fall out
NEW OAP HOMEPAGE

Bookmark the new OAP homepage: ap.Washington.edu

One-stop spot for:
• Training calendar
• Due dates
• Updates and announcements
• Leaves forms
• International scholar resources
Q&A: Sexual Misconduct Declarations

Will it fall to the units to assess and qualify the circumstances around a sexual misconduct declaration to determine whether it is a disqualifying circumstance?

No. Following a disclosure, consult with your AHR Business Partner who will instruct on next steps.

Do hourly employees and visiting scholars need to complete the sexual misconduct declaration form?

Yes, all new hires who are not current UW employees need to complete the form.

Do affiliates that are brought back on payroll periodically need to re-attest?

If there is a break in service that results in a rehire; then yes, they would need to attest again.
Q&A:
Promotion and Tenure Clock Waivers

Is there a Workday report to see which promotion and tenure candidates are missing clock waiver information?

Academic Partners may run report R0686 in Workday.

What should we enter in the degree field if it’s not on the drop down menu? What do you do with a missing school? What if the degree type isn’t there?

If the degree field is not in the main menu, leave it blank. If a school or degree type are missing in the drop down menu, email ischelp@uw.edu.
Q&A: Work Abroad Guidance

Does work abroad guidance also apply to people traveling for something like a 2-4 week vacation that might include some work?

The guidance does not apply to vacation.
THANK YOU FOR JOINING US!

Slides will be available on the OAP website.


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