

QUARTERLY ADMIN FORUM WINTER 2020

December 10, 2020



UNIVERSITY *of* WASHINGTON
OFFICE OF ACADEMIC PERSONNEL
acadpers@uw.edu | <http://ap.washington.edu/>

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

WORK ABROAD GUIDANCE

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

A. Did not submit required materials for consideration

A. Application never reviewed

F. Review suspended- COVID-19

D. Not selected- Misconduct Declaration

Remove Disposition Code

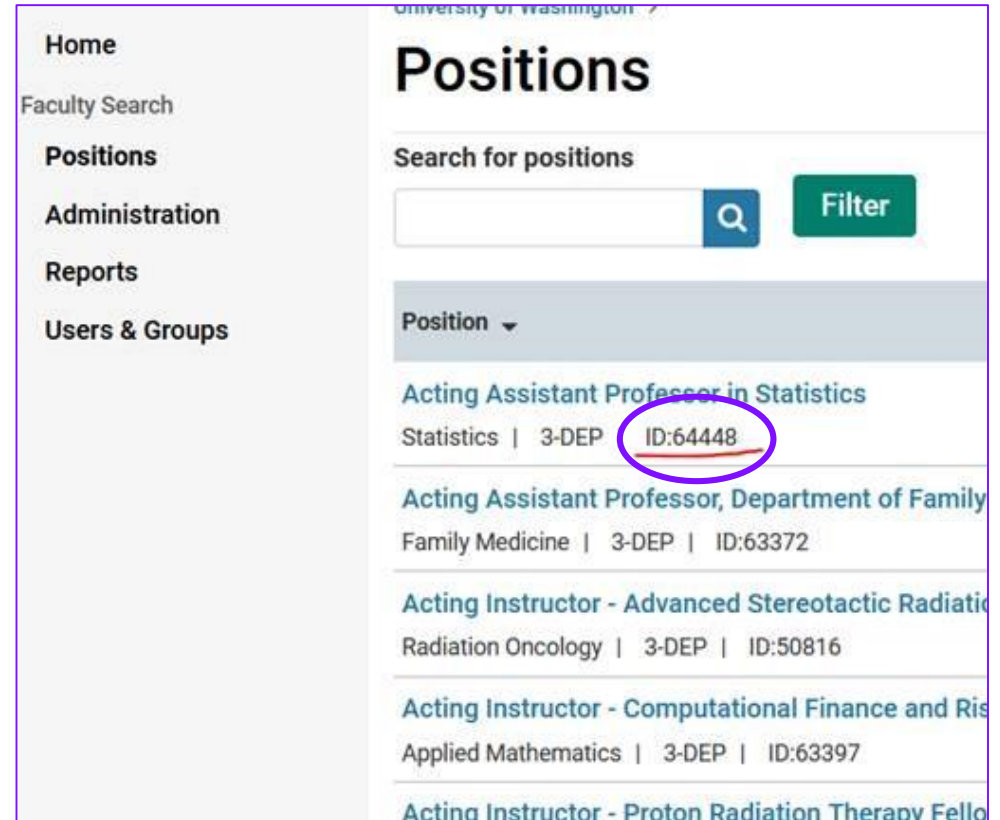
REMEMBER TO DISPOSITION CANDIDATES

- 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)



University of Washington

Positions

Search for positions

Position ▾

- [Acting Assistant Professor in Statistics](#)
Statistics | 3-DEP | ID:64448
- [Acting Assistant Professor, Department of Family Medicine](#)
Family Medicine | 3-DEP | ID:63372
- [Acting Instructor - Advanced Stereotactic Radiation Oncology](#)
Radiation Oncology | 3-DEP | ID:50816
- [Acting Instructor - Computational Finance and Risk](#)
Applied Mathematics | 3-DEP | ID:63397
- [Acting Instructor - Proton Radiation Therapy Fellow](#)

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.

The screenshot shows a web browser window with the URL <https://facultysearch.interfolio.com/28343/position/39113>. The page header includes the University of Washington logo and navigation links. The main content area displays the following information:

- University of Washington > Positions > Assistant Professor, Tenure-Track -**
- Current Step:** Step 4 of 4: AHR Ad Approval
- Currently assigned to:** AHR Ad Approval (ahrad@uw.edu), AHR Ad Approval (ahrad@uw.edu)
- Position Details | Applicant Review Details | Internal Information**
- Position ID or Requisition Number:** 19900 (circled in blue)
- Rank:** Assistant Professor

A red circle highlights the Interfolio ID Number in the URL, and a blue circle highlights the Position ID or Requisition Number in the details section.

INTERNATIONAL SCHOLARS

VISA PROCESSING REMINDERS

- 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**

Track Start Date 09/01/2020

Track Type * Professionalial

Track Type Category Faculty

Reason * waiver

Rank

Named Professorship

Appointment Specialty

Constructed Title

Title *

End Date

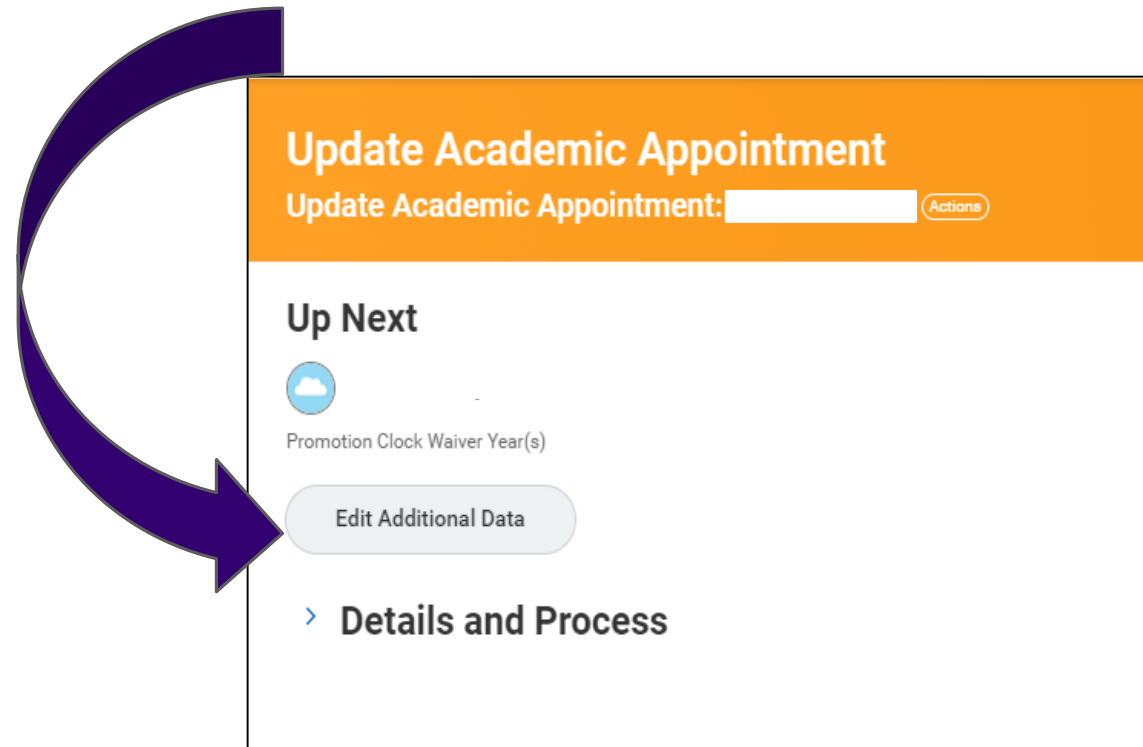
Identifier * x P - Primary ...

Search Results (3)

- Update Academic Appointment > Mandatory Promotion Clock Adjustments > Waiver: Becoming a parent
- Update Academic Appointment > Mandatory Promotion Clock Adjustments > Medical reason
- Update Academic Appointment > Mandatory Promotion Clock Adjustments > Waiver: Other reason

WAIVER YEARS

After submitting, click the **Edit Additional Data** button!



The screenshot shows a web interface for updating an academic appointment. At the top, there is an orange header with the text "Update Academic Appointment". Below this, there is a form field labeled "Update Academic Appointment:" followed by a white input box and a small "Actions" button. Underneath the form field, there is a section titled "Up Next" with a blue cloud icon. Below the icon, the text "Promotion Clock Waiver Year(s)" is displayed. A light blue button labeled "Edit Additional Data" is positioned below the text. At the bottom of the section, there is a link labeled "> Details and Process". A large purple arrow on the left side of the screenshot points from the top of the form down to the "Edit Additional Data" button.

VERY IMPORTANT

WAIVER YEARS

Promotion Clock Waiver Year(s)
Update Academic Appointment:

Custom Object Promotion Clock Waiver Year(s)


Instructions
Please use the dropdown menu to choose the appropriate year.

Promotion Clock Waiver

1 item

AY 2014-15
 AY 2015-16
 AY 2016-17
 AY 2017-18
 AY 2018-19
 AY 2019-20
 AY 2020-21

Search

- Click  to add waiver year
- Choose appropriate year (DO NOT delete any years already chosen)
- Add a comment with the waiver reason
- DONE!

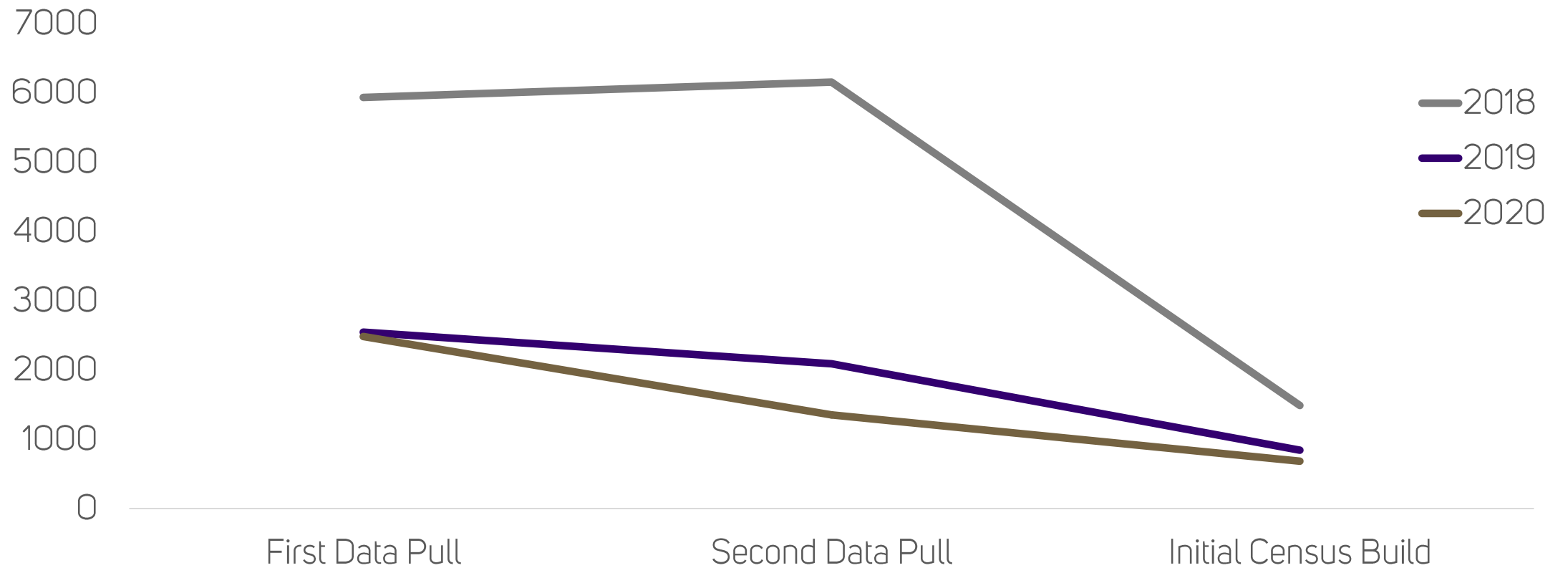
2020 AP CENSUS PREP WRAP-UP

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



PROGRESS



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

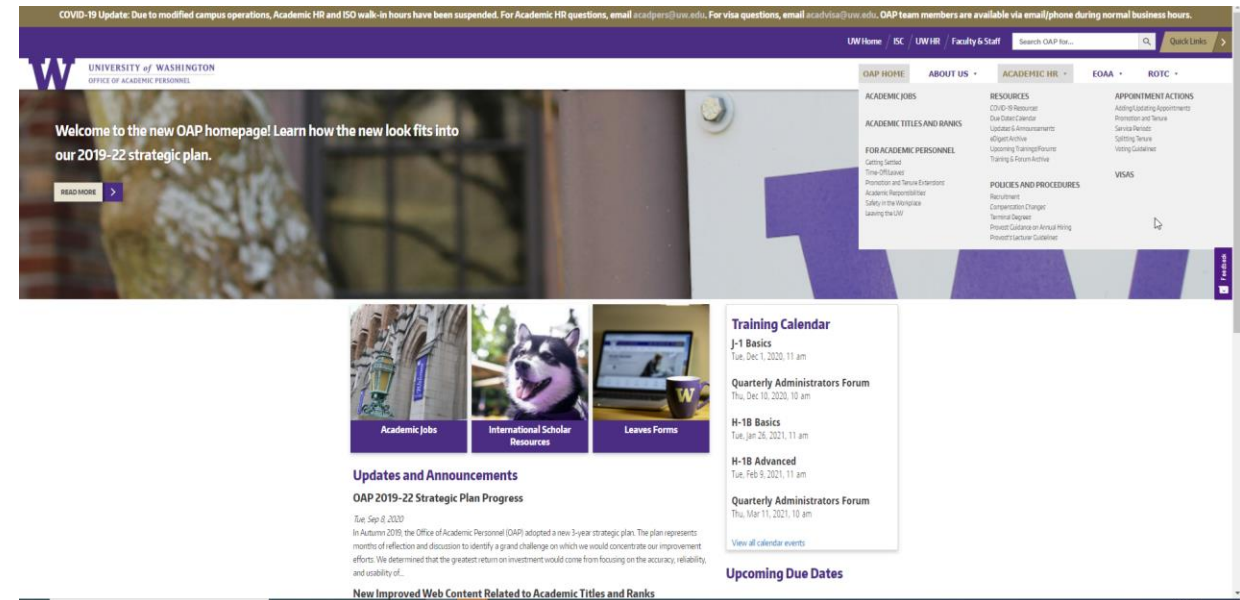
- If a salary increase is associated with reappointment, units still use reappointment spreadsheet
- Initiate Compensation Change BP manually *after* reappointments are loaded in Workday
- In-flight Workday Business Processes cause “reappoint” actions to fall out

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.

<https://ap.washington.edu/resources/training-and-administrator-forum-materials/>

acadpers@uw.edu