QUARTERLY ADMINISTRATORS FORUM WINTER 2021

December 15, 2021
AGENDA

• Pre-hire Vaccine Verification in Workday
• Clinical Multiyear Track
• 2022 WA Overtime Exemption
• Funding Contingencies
• Census Preparation
• Sexual Misconduct Form Updates
• OAP Updates and Announcements
PRE-HIRE VACCINE VERIFICATION IN WORKDAY (DEMO)
WHO, WHAT, AND WHEN

• Who can edit the vaccination verification
• What to look for in Workday to edit
• When is the recommended time to edit the vaccination verification in the hire business process
WHO – SECURITY ROLES

• Edit capabilities
  ◦ HCM Initiate 2s
  ◦ Academic Partners

• View Capabilities
  ◦ I-9 Coordinator
  ◦ Chair/Dean Delegate
WHAT TO EDIT

PRE-HIRE RECORD

- When necessary, after submitting the Pre-Hire record from the Hire Wizard, search for the candidate in Workday
- Right click on the Action menu, and select Additional Data, then Edit
- Select the appropriate item – fully vaccinated or exemption from the drop-down menu
WHEN TO EDIT THE PRE-HIRE

• Consider editing the pre-hire record PRIOR to initiating the Hire BP
  ◦ This will avoid an error in Workday directing you that the pre-hire does not have a vaccination validation

• In the event the Hire BP is initiated without verifying the employee has a vaccination validation and you receive an error, you will have to Save For Later the Hire BP to edit the vaccination verification
  ◦ By using Save For Later, the Hire BP will be saved to your Workday Inbox for you to complete once the vaccination validation is complete
VACCINE EXEMPTIONS
COVID-19 VACCINE EXEMPTIONS

• Religious and medical exemptions are job-specific
• Approved vaccine exemptions do not follow the worker
• For job changes, employee must submit new request
  ◦ For religious exemption requests, contact acadpers@uw.edu
  ◦ For medical exemption requests, contact EH&S
• Contact acadpers@uw.edu for more information
NEW ACADEMIC TITLES & RANKS
MULTIYEAR CLINICAL TRACK

• UW Faculty Code currently limits clinical track appointments to one year

• Faculty Senate Class A legislation allows for multiyear clinical appointments by provost exception in limited circumstances effective January 2, 2022

• Units interested in recruiting in this new clinical-multiyear track must include on their hiring plans
NEW TITLES AND RANKS

• Clinical Professor-Multiyear
• Clinical Associate Professor-Multiyear
• Clinical Assistant Professor-Multiyear

These ranks will also have corresponding adjunct ranks.
RESOURCES

• Academic Titles and Ranks
• Faculty Senate Class A Bulletin No. 152: Clinical Appointment Lengths
2022 WA OVERTIME EXEMPTION
2022 WA STATE SALARY THRESHOLD

• $1,014.30/week or $52,743.60/year (based on 40-hour work week)

• Instructional titles exempt from threshold

• 2022 impacts: Visiting scientists and all librarian ranks (including part-time) must meet the minimum on January 1, 2022 to remain exempt
2022 BOARD OF REGENTS SCHEDULE
There are *only seven* Board of Regents meetings in 2022.

- Consult the [meeting schedule](#), [AHR Due Dates Calendar](#), and [Titles Requiring BoR Approval](#)

- Continue your good faith efforts to submit relevant appointments in advance of hire dates
FUNDING CONTINGENCIES
OVERVIEW

- A **funding contingency** is when the terms of an appointment include an obligation for the employee to fund all/part of their salary

- Success in meeting funding obligation can inform merit, reappointment, and promotion/tenure decisions

- Lapses in meeting funding obligation are handled in various ways – some mandatory, others optional

- Funding contingencies are not appropriate in some contexts
LAPSES IN FUNDING

• Research, WOT, partial tenure, and faculty with A/B salary agreements typically enter into Reduced Responsibility (RR) when temporarily unable to meet their funding obligation.

• Units are expected to provide minimal funding (typically 5%) to those in RR, in recognition of an institutional expectation of scholarly activity.*

* See GIM 38 and GIM 35
APPOINTMENT CHANGES

• Faculty subject to a funding contingency, except for those on an A/B salary agreement, may choose to permanently reduce their appointment (and therefore their funding obligation) via a Voluntary FTE Change.

• Faculty on A/B salary agreements can also reduce their appointment, but will always be responsible for a percentage of their salary.
TERMINATION DUE TO LACK OF FUNDING

• The Faculty Code allows research or WOT faculty to be dismissed if they are unable – for 12 consecutive months - to obtain funding for at least 50% of their base salary (24-40.B, 24-41.J, 24.41.K)

• Faculty appointed annually or quarterly cannot be terminated for lack of funding; units commit to funding the appointment for the duration of the appointment term
ACADEMIC PERSONNEL ON VISAS

• Academic personnel on a UW-sponsored visa:
  ◦ Must maintain a full-time appointment
  ◦ Must receive 100% of their appointment salary
  ◦ Are not eligible for RR during their sponsorship
  ◦ Cannot have a funding contingency during their sponsorship

• Units must cover lapses in funding for UW-sponsored faculty

• Funding lapses can still be considered during merit, reappointment, and promotion review
 • Offer letters issued before unit knew final candidate would need a visa should be amended to include the following:
  ◦ Unit will cover lapses in funding during the sponsorship, but funding lapses can still inform performance-based reviews

 • To prepare more accurate offer letters, units may ask the final candidate: “Will you now or in the future require UW sponsorship for a visa or green card?”
ACADEMIC PERSONNEL CENSUS PREPARATION RESULTS
CENSUS PREPARATION RESULTS

• 1,900 data issues identified since Aug 23
• 83% of data issues resolved!
• 326 issues required further attention
  ◦ Remaining Workday transactions due Dec 31
• Issues only affected 1.5% of the population!
Total Issues by Data Pull

- Preliminary
- Initial Data Pull
- Second Data Pull
- Census Data Pull

Years:
- 2018
- 2019
- 2020
- 2021

Data pull issues trend over years for different data pull stages.
ACHIEVEMENTS

• All issues resolved!
  ◦ Information School

• Biggest improvement from 2020
  ◦ Continuum College
  ◦ School of Nursing
  ◦ College of the Environment
ONGOING ISSUES

- Invalid Primary Appointment: 6.03%
- Invalid Roster: 7.62%
- Invalid Appointing Unit: 0.32%
- Rank/Profile Discrepancy: 15.56%
- Missing Position: 8.25%
- Missing Appointment: 62.22%
MISSING ACADEMIC APPOINTMENTS

ROOT CAUSES

• *Reappointment* fall-outs that were never addressed by units

• Non-renew appointment decisions where the position was not ended

• End date issues prevented inclusion in R0555

REPORTS TO RUN

• R0630: Invalid Appointment End Date Audit

• R0469: Academic Workers without Primary Academic Appointments
RANK/PROFILE DISCREPANCIES

ROOT CAUSES

• Clinical Non Salaried faculty in paid status given “Clinical Salaried” job profiles

• Unpaid Academics moved into paid status given the wrong rank (especially following promotion)

REPORTS TO RUN

• R0650: Academic Personnel with an Invalid Primary Academic Rank

• R0721: Secondary Appointments with Invalid Ranks
NEW WORKDAY ALERT
INVALID SERVICE PERIOD ALERT COMING SOON!

• Output from R0623: Academic Positions with Invalid Service Periods
• Sent to HCM Initiate 2s
• Required to ensure new compensation grade profiles for academic personnel are accurate
  ◦ Correct service periods also ensure correct benefit deductions and summer hiatus eligibility
SEXUAL MISCONDUCT DECLARATION CONTENT
UPDATES & REMINDERS
UPDATES TO FORMS & WEB CONTENT

- Modified Sexual Misconduct Declaration form to make more clear and user-friendly
- Added Employer Contact Details field to Employer Sexual Misconduct Reference Disclosure form
- Washington Postsecondary Institution contact list
  - Additional educational institutions are continuously added
BRIEF PROCESS REMINDER

BEFORE the hiring unit makes an offer:

1. The final candidate completes the Sexual Misconduct Declaration form
   ◦ If the candidate affirms misconduct: Notify the Academic HR business partners

2. The hiring unit requests sexual misconduct information from current/past postsecondary employers in Washington state
   ◦ If the employer affirms misconduct: Notify the Academic HR business partners
BRIEF PROCESS REMINDER

• Assuming no other issues, unit may proceed with offer if:
  ◦ No current or past postsecondary employers in Washington state listed
  ◦ There are no employer responses after 5 business days
  ◦ Employer(s) responded and confirmed no affirmative findings

• Unit must PAUSE the offer/hire process if:
  ◦ The candidate affirms misconduct
  ◦ The employer affirms misconduct
Website: Sexual Misconduct Disclosure & Reference Checks

Questions? Suggestions? Contact acadpers@uw.edu
OAP TRAININGS
OAP TRAININGS

• Upcoming Trainings and Forums page
  ◦ Trainings for January-June 2022 are now posted

• Training and Administrators Forum Archive
  ◦ Where you’ll find trainings from the past year

• Training topic recommendations?
Q&A
Q: Workday required me to include Vaccination Verification for an Unpaid Academic. Are you required to do that now for Unpaid Academics who are not coming to campus?

A: This is only necessary if the unpaid academic meets the definition of **on-site volunteer** or is moving into paid status.

See the updated [Hire – Academic Personnel](#) User Guide. Updates to the Change Job and Add Additional Job User Guides forthcoming.
Q: If a new hire has a pending exemption request, it sounds like we cannot move forward with the hire in Workday until the exemption is approved, correct?

A: Correct. The same is true of anyone who has a vaccination in progress but is not yet fully vaccinated.
ENTRY OF PRE-HIRE VALIDATIONS

Q: Who can edit vaccine verifications in the pre-hire record?

A: Those with the Workday security role of Academic Partner should be entering the pre-hire validations. Permissions may expand to include HCM2s following review by data stewards. OAP will communicate any changes if approved.
Q: What are the criteria for these appointments?
A: See Academic Titles and Ranks pages on the OAP website.
Q: Can current clinical salaried faculty be moved into a multiyear track?

A: Current clinical employees may not be moved without hiring plan approval (outside of SoM) and must be selected as the result of a competitive recruitment.
Q: Can you clarify whether we can ask all candidates for a faculty position if now or in the future they will require UW sponsorship for a visa or green card?

A: See OAP’s web page on Guidelines for Pre-employment Inquiries. It is best practice to only ask final candidates, as the information should have no bearing on the hiring decision.
A/B RETENTION SALARY AGREEMENTS

Q: How does reduced responsibility work for a faculty member on an A/B Retention Salary Agreement?

A: Faculty with A/B Retention Salary Agreements can reduce their appointment, but they will always be obligated to fund the B component of the appointment.

E.g. For a faculty member on 80/20 A/B Retention. If the appointment is reduced by 20%, both the A component and the B component will be decreased by 20%, to 64% and 16% respectively. The faculty member will still be responsible for funding the 16%.

Note that A/B Retention Salary Agreements are different from partial tenure.
Q: Are the new forms approved to send via DocuSign?

A: Not yet, but AHR is working on it.
Q: Are faculty who are moving directly from paid to emeritus/unpaid positions with no break in service still required to complete the SMD form?

A: Any time a rehire is processed following termination in Workday, the form must be completed, even with no break in service.
SMD FOR JOB CHANGE

Q: If we have a grad student move to a faculty position without a break in service, do we need to do an SMD?
A: Yes.