

# QUARTERLY ADMINISTRATORS FORUM WINTER 2021

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December 15, 2021



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

# AGENDA

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- 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

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- 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

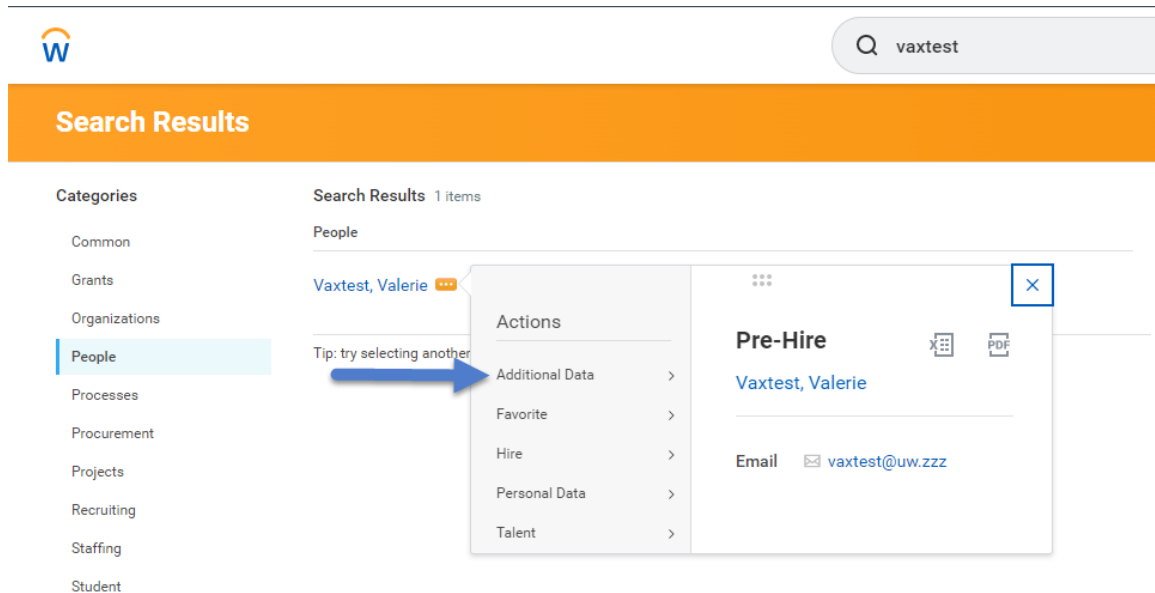
# WHO – SECURITY ROLES

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- Edit capabilities
  - HCM Initiate 2s
  - Academic Partners
- View Capabilities
  - I-9 Coordinator
  - Chair/Dean Delegate

# WHAT TO EDIT

## PRE-HIRE RECORD



The screenshot shows the Workday interface. At the top left is the Workday logo. A search bar at the top right contains the text 'vaxtest'. Below the search bar is an orange banner with the text 'Search Results'. On the left side, there is a 'Categories' menu with 'People' selected. The main content area shows 'Search Results 1 items' under the 'People' category. A search result for 'Vaxtest, Valerie' is displayed. A right-click action menu is open over this result, with a blue arrow pointing to the 'Additional Data' option. The menu includes options: Actions, Additional Data, Favorite, Hire, Personal Data, and Talent. The 'Additional Data' option is expanded, showing a 'Pre-Hire' record for 'Vaxtest, Valerie' with an email address 'vaxtest@uw.zzz'. A blue box highlights the close button (X) in the top right corner of the expanded menu.

- 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

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- 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

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- 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](mailto:acadpers@uw.edu)
  - For medical exemption requests, contact [EH&S](#)
- Contact [acadpers@uw.edu](mailto:acadpers@uw.edu) for more information

# NEW ACADEMIC TITLES & RANKS

# MULTIYEAR CLINICAL TRACK

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- 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

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

These ranks will also have corresponding adjunct ranks.

# RESOURCES

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- [Academic Titles and Ranks](#)
- [Faculty Senate Class A Bulletin No. 152: Clinical Appointment Lengths](#)

# 2022 WA OVERTIME EXEMPTION

# 2022 WA STATE SALARY THRESHOLD

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- \$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



# PLAN AHEAD FOR BOR AGENDA ITEMS

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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

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- 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

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- 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

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- 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

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- 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

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- 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

# ACADEMIC PERSONNEL ON VISAS

(CONTINUED)

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- 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?”



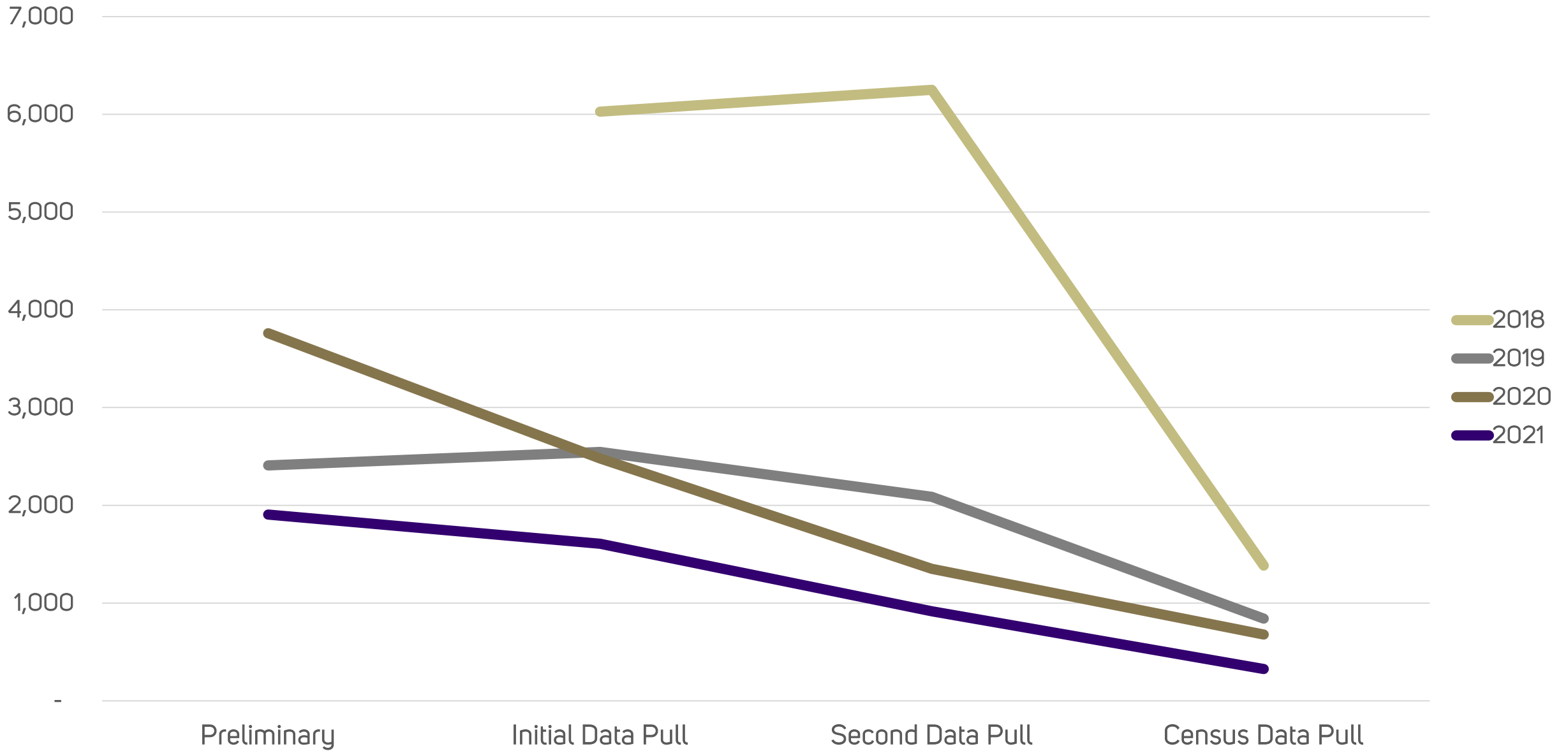
# ACADEMIC PERSONNEL CENSUS PREPARATION RESULTS

# CENSUS PREPARATION RESULTS

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- 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

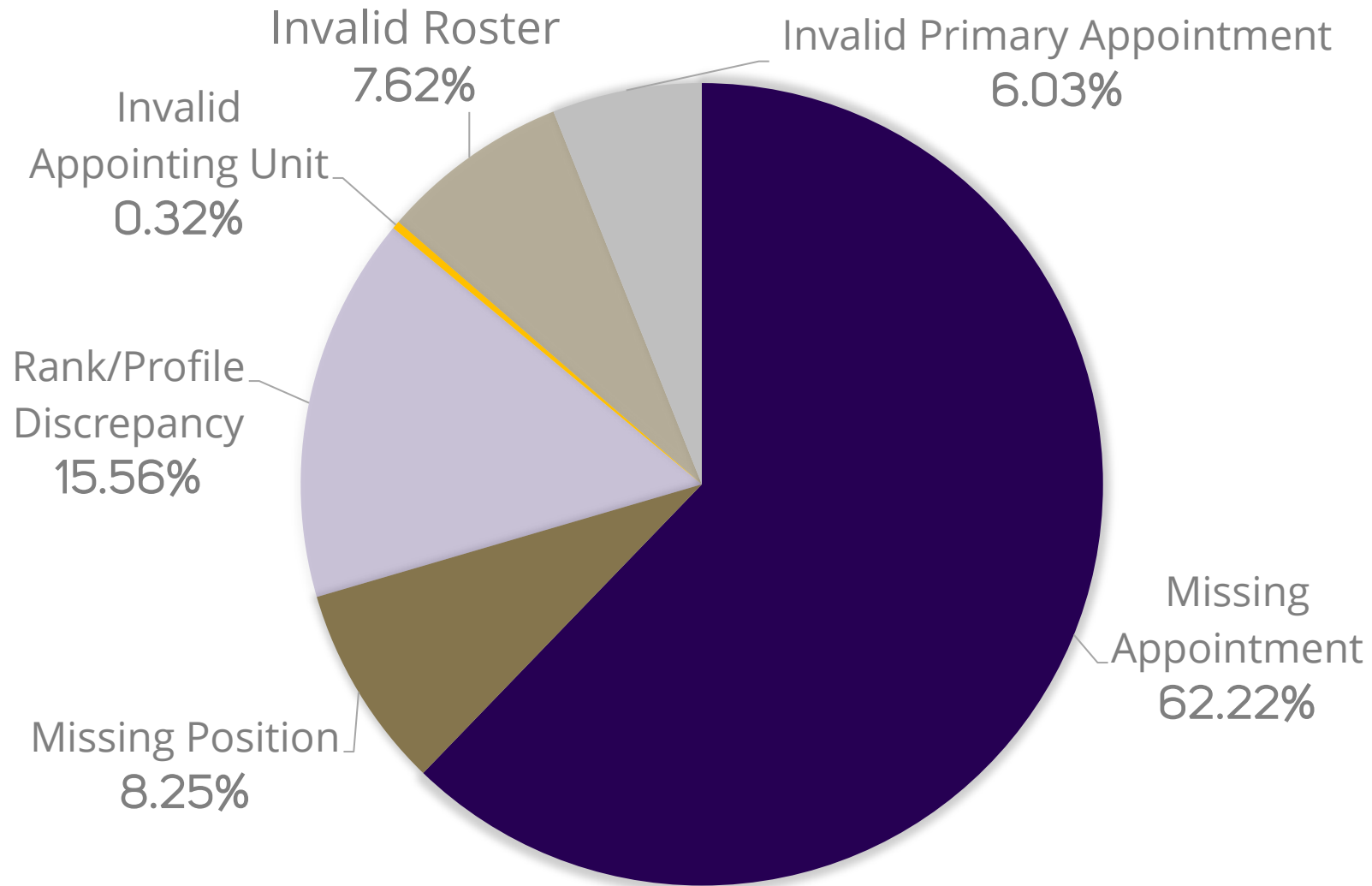


# ACHIEVEMENTS

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- All issues resolved!
  - Information School
- Biggest improvement from 2020
  - Continuum College
  - School of Nursing
  - College of the Environment

# ONGOING ISSUES



# MISSING ACADEMIC APPOINTMENTS

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## 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

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## 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!

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- 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

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- 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

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## **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

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- 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

# ACADEMIC HR RESOURCES

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Website: Sexual Misconduct Disclosure & Reference Checks

- <https://ap.washington.edu/ahr/policies/recruitment/planning/sexual-misconduct-disclosure/sexual-misconduct-reference-checks/>

Questions? Suggestions? Contact [acadpers@uw.edu](mailto:acadpers@uw.edu)

# OAP TRAININGS

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- 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

# UNPAID ACADEMIC VACCINE VERIFICATION

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*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.

# PENDING EXEMPTION REQUESTS

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*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

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*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.

# MULTI-YEAR CLINICAL TRACK

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*Q: What are the criteria for these appointments?*

A: See [Academic Titles and Ranks](#) pages on the OAP website.

# MULTIYEAR CLINICAL TRACK

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*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.

# PRE-EMPLOYMENT INQUIRIES

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*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

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*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.



# SEXUAL MISCONDUCT DISCLOSURE (SMD)

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Q: Are the new forms approved to send via DocuSign?

*A: Not yet, but AHR is working on it.*

# SMD FORM UPON REHIRE

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*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: Yes. Any Hire business process in Workday should have an accompanying sexual misconduct Declaration. If there has been no break in service, the unit administrator can check the box “no reference check necessary due to no break in service” when certifying the form.

# SMD FOR JOB CHANGE

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*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.*