

UWHR/ISC ADMINISTRATORS' FORUM



UNIVERSITY *of* WASHINGTON

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AGENDA

- > Labor Relations Update – Janus.....Peter Denis
- > Merit Update...Paula Ross and Judy Gustafson Golisch
- > Prep for End of Summer/Fall Quarter.....Jessica Rudy
- > Spotlight: UWIT - Holiday Entry and Time Approval.....Paola Snyder
- > Paid Family Leave.....Marisa Graudins
- > The Whole U..... Matthew Leib



JANUS



A NEW CHAPTER IN UNION SECURITY JUNE 27, 2018

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JANUS AND THE UW

From: Ana Mari Cauce <president@uw.edu>
Date: June 29, 2018 at 11:58:06 AM EDT
To: Undisclosed recipients;;
Subject: [Cabinet] Update on Janus v. AFSCME Decision

Colleagues,

As many of you are aware, the United States Supreme Court issued a ruling in Janus v. AFSCME, a case involving the requirement to pay union fees. We, along with the Attorney General's Office and the Office of Financial Management, are reviewing the decision to determine what, if any, impacts the decision has on our employees and the collective bargaining agreements.

Please remind all officers, directors, managers and/or supervisors to remain neutral on the issue of whether any bargaining unit employees should join a union or otherwise participate in union activities. This includes payment of fees. Any communications with employees on these topics, if necessary, should be reviewed and coordinated first with UW Labor Relations.

If employees have questions regarding Janus or its implications, they may direct those inquiries to the [Public Employment Relations Commission \(PERC\)](#), [their labor union representative](#), or [UW Labor Relations](#).

Thanks, Ana Mari

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President

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JANUS AND YOU

- > Web-site review
- > Offer letter review
 - Classified Position Offer Letter Template
- > Other collateral material
- > Bargaining issues – new contract language
- > Neutrality, neutrality, neutrality



MERIT FY 2019 PRESENTERS

Paula Ross and Judy Gustafson Golisch

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MERIT OVERVIEW

- > Salary increases for 2018-19 for meritorious faculty, librarians, and professional staff effective **9/1/2018**
- > Refer to the Merit and Faculty Unit Adjustment Process Guide for details
- > Please ensure staff is available to work with Academic Personnel, the UWHR Compensation Office, the Integrated Services Center, and the Office of Planning & Budgeting during the months of **August and September.**



MERIT UPCOMING KEY DATES

- > May 29 – July 31: Units run Workday R0536 audit report and make corrections to ensure clean data for merit process
 - Employees with \$0/no compensation plan MUST be corrected
 - There are currently over 1,200 merit eligible employees with \$0/no compensation plan
- > August 1: Phase 2 Restricted Entry Period begins in Workday



MERIT UPCOMING KEY DATES (CON'T)

August 10: Dean/VP Unit Administrators will receive the official R0535 “protected” file from OPB

- Proposed Merit and Faculty Unit Adjustment Report for FY2019 R0535 is a report with access limited to Dean/VP Unit Administrators



Merit \$0 Compensation Possible Causes

R0536 Report provides projected data as of Aug 31, 2018

- > The 'End Employment Date' and 'General Salary Plan Actual End Date' are before Sept 1, 2018
 - For Faculty: 'End Employment Date', 'General Salary Actual End Date' and 'Academic Appointment End Date' should all be the same.
- > Compensation Plan has been deleted and should be re-entered, or the employee should be terminated.



R0536 DATA CLEAN-UP ADDITIONAL INFO

- > R0536 Report Enhancements
 - An option to choose only employees with \$0/no compensation
 - Added field 'Related Academic Appointment End Date' (if applicable)
- > Additional information about data cleanup steps will be posted on July 20 to the OPB website



R0536 DATA CLEAN-UP ADDITIONAL INFO

- > All terminations and retirements effective before Sept 1 should be processed in Workday (prior to July 31 if possible)
- > Once all of your updates have been completed in Workday, please rerun R0536 as often as necessary until all of your unit's information is accurate and no one has \$0 compensation.



RESTRICTED ACTIONS MATRIX

- > The matrix applies to merit-eligible academic personnel and professional staff
- > August 1 – September 14: Phase 2 of Restricted Actions



MATRIX OF RESTRICTED ACTIONS

Business Process	Business Process Transaction Types	During May 29 - July 31: These transactions may not be submitted	During Aug 1 - Sept 14: These transactions may not be submitted
Request Compensation Change	Base Pay Change – Prostaff & Academic Personnel	Restricted if Effective Date 9/01/2018 or later	Restricted for all Effective Dates
	Base Pay Change – Ingrade Adjustments/Retention		
	Allowance Change - Practice Plan	Restricted if Effective Date 9/01/2018 or later	Restricted for all Effective Dates
	Allowance Change - Non-Practice Plan (e.g., ADS, TPI)	Restricted if Effective Date 9/01/2018 or later	Restricted if Effective Date 9/01/2018 or later
	Additional Salary Plan (e.g., TSI)		
Change Job (Change Job transactions initiated through UW Hires will not be prohibited)	Promotion	Restricted if Effective Date 9/01/2018 or later	Restricted for all Effective Dates
	Lateral		
	Transfer		
	Demotion		
Change Job Data Change	FTE Change	Restricted if Effective Date 9/01/2018 or later	Restricted if Effective Date 9/01/2018 or later
	Extend End Date/Reappointment		
	Location Change	Restricted if Effective Date 9/01/2018 or later AND FTE or End Employment Date is changed	Restricted if Effective Date 9/01/2018 or later AND FTE or End Employment Date is changed
	Work Shift Change		
Costing	Costing Allocation	Not restricted	Not restricted
Other Compensation Processes	One Time Payment	Not restricted	Not restricted
	Period Activity Pay		

Question about an exception? Contact the ISC with the subject line "FY2019 Merit Process Question"



RESOURCES

- > Refer to the Office of Planning and Budgeting's website for more information:
- > [Office of Planning and Budgeting - Compensation](#)



PREPARING FOR END OF SUMMMER AND FALL QUARTER

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NAMED SUPPORT CONTACT MEETING

- > Date: August 29th
- > Location: ISC Auditorium (2nd floor)
- > Time: 10:00 – 12:00 p.m.
- > Invites to be sent beginning of August
- > Please encourage NSC's to invite a 'back up' to attend with them
 - The back up does not have to be the same person every time
 - The back up can/should be based on the topics being discussed



TOPICS

Fall Quarter Hiring

- Staff Hiring – Michael Campbell (UWHires)
 - > UWHires/Workday integration
 - > Hiring business process flow
 - > UWHires tips and tricks
 - > Associated reports
- Grad Student Hiring – Michelle Drapek (Grad School)
 - > Appropriate Job Profiles for Grad Students
 - > Assigning Period Activity Pay for Stipends
 - > Associated Reports



TOPICS CONTINUED

> **Returning Faculty from Summer Hiatus**

- Sept. 17th – ISC will perform a mass return for ALL academic personnel who were put on Summer Hiatus with an estimated return date of Sept. 15th
- Sept. 18th – 28th – Departments will verify individual FTE and positions for academic personnel returned from Summer Hiatus
 - > All FTE changes must be made in Workday during this timeframe to avoid payroll errors
 - > Identify and discuss auditing reports for LOA, FTE, Job/Compensation End Dates

> **Additional topics TBD**



OTHER RESOURCES

- > [Summer Hiatus Information](#) including links to [Summer Hiatus for Academic Personnel \(employee facing\)](#)
- > [Fall Hiring- Best Practices and Preparation Webinar \(2017 resource\)](#)



NEW REPORT RESOURCES

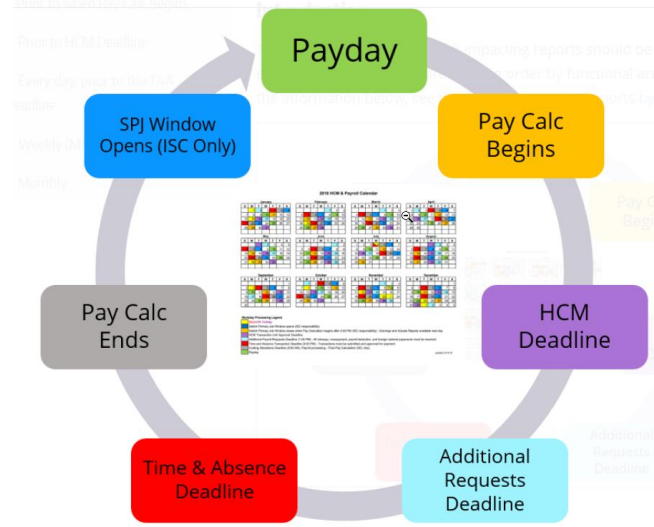
- > Workday Reports Page covers
 - Finding a report
 - Using prompts
 - Running a report
 - Manipulating report data
 - Commonly used reports
 - How to get help



PAYROLL-IMPACTING REPORTS

> By Deadline

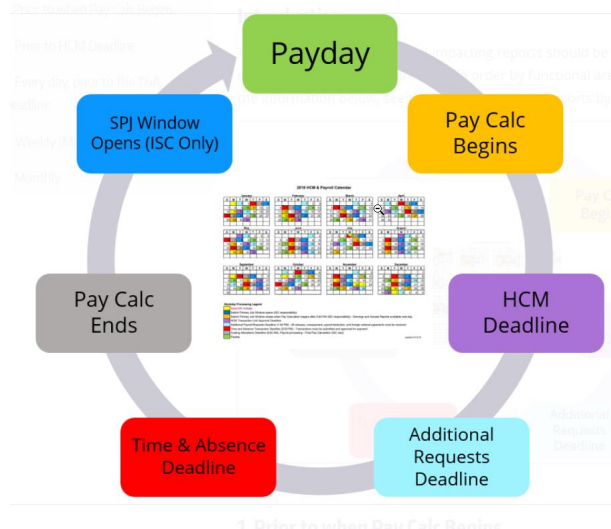
- A curated list of reports that should be run at specific points during a pay cycle, including which audits various security role holders should run



PAYROLL-IMPACTING REPORTS

> By Security Role

- Summarizes which reports you should be running, when and how frequently, based on your security role(s). In addition, several new Job Aid have also been added



On Demand Checks

- > When you submit a ticket that results in the need for an on-demand payment, you must also submit an on-demand payment ticket
 - Use the subject line “On-Demand Payment, Your Department Name, Your Workday Unit Code”
 - Include all of the information outlined at the link above
- > This flags your ticket as a priority process and help the ISC identify it for quick resolution
- > It also provides an audit trail for the request



On Demand Checks

- > On-demand volume has increased to about 400 this pay period
 - This is about 4x the average pay cycle and even greater than the demand at go-live!
- > Submission tip: Send 1 ticket per check requested
 - This helps us stay organized and manage volumes
 - It also results in increased responsiveness because we can close tickets as each request is fulfilled
- > What caused this?
 - Employee end dates not extended
 - Compensation plan end dates not extended
 - Failure to approve time



BEST PRACTICES UW HOLIDAYS AND TIME APPROVAL

Paola Snyder, UW-IT HR Partner

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UW-IT AT A GLANCE

- > 500+ employees
- > Majority of workforce is Pro Staff
- > Roughly 5% Classified Staff
- > Some Student/Grad employees



UW HOLIDAYS

Inside of Workday

- Audit Holiday Time Off Taken
- Most useful reports:
 - 1. Run R0335.1 Audit Holiday Taken Time Off Missing Entries.** Run x3 times. Download to Excel. Analyze data.
 - 2. Run R0430.1 Earnings and Actuals-Employee Funding History before payroll cut off.** Check hours for HOL-Paid Holiday, then make sure there is no Unpaid Time Off prior to the Holiday. Otherwise, employee will not receive Holiday Pay.

AUDITING HOLIDAY

1. Check box to Include Subordinate Orgs
2. Download to Excel
3. Check the work schedule calendar to make sure the holiday is not on the employee's day off
4. Send friendly reminder to employee. CC Supervisor.
5. Run report again to make sure everyone is entered ahead of payroll cut off

The screenshot shows a web application interface for auditing holiday time off missing entries. At the top, there is a search bar with a magnifying glass icon and the text "r0335.1". Below the search bar is a blue header bar with the text "Audit Holiday Taken Time Off Missing Entries R0335.1".

The main content area contains a form with the following fields and options:

- Instructions:** Date of holiday is a mandatory field
- Supervisory Organization:** A dropdown menu with a search icon and a list of options, including "Information Technology (Powell, Aaron)".
- Include Subordinate Organizations:** A checkbox that is checked.
- Job Family:** A text input field with a search icon.
- Worker:** A text input field with a search icon.
- Date Of Holiday:** A date picker showing "07 / 04 / 2018".

At the bottom of the form, there is a "Filter Name" input field, a "Manage Filters" button, and a "Save" button. Below the "Manage Filters" button, it says "0 Saved Filters".

UW HOLIDAYS

Outside of Workday

- Pre-Workday launch **we set clear expectations** of accountability to supervisors to approve time worked and time off.
- In our organization, **regardless of title, supervisors are 100% accountable** for their staff's accurate and timely entries in Workday for each pay period.
- Beginning of each calendar year, we ask all UW-IT to enter Holidays in advance.
- Targeted communications using newsletter, supervisor meetings, town halls, emails to supervisors who haven't approved timesheets, etc.



UW HOLIDAYS



100%
Compliance
4th of July!

Outside of Workday

- Team schedules posted on intranet or wiki site and accessible online. Reflected and updated in Workday as needed.
- Schedules with list of staff working Holidays provided in advance.
- Alternative schedules: 4x10s, weekends, 24/7 staff, hourly, etc.
- Part-time: 80%, 60% FTE staff. Ensure correct work schedule reflects Holiday entered in Workday accurately.
- **Call to action:** Friendly reminder emails sent to employee & supervisor if nothing entered in Workday. On 3rd try, we enter Holiday on their behalf.



FMLA AND DSO LEAVE



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FMLA AUDIT, COMPLIANCE & TRACKING

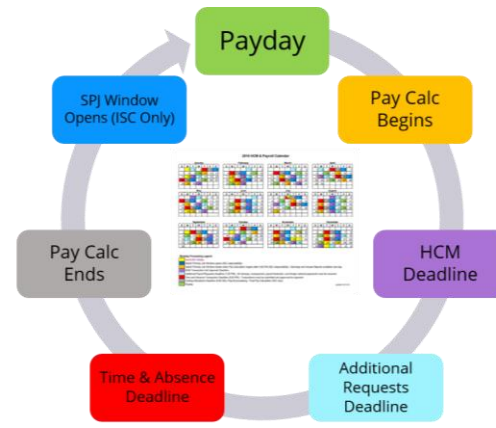
Inside Workday

- HR Partner responsible for audit/compliance/tracking. Very proactive in end-to-end process. Work closely with HR Leaves.
- Most useful reports to analyze FMLA:
 - 1) **Workers on Leave**
 - 2) **R0032 Workers on Leave (LOA) Audit - Tracking, Paid, or Unpaid Time Off**
 - 3) **R0500 Time Off and Leave Transactions Awaiting Approval**
 - 4) **R0101 Earnings Review – Payroll Results – Prompt For Org**
 - 5) **R0100.2 Earnings and Actuals Prompt for Worker**



AUDIT AND TRACKING EACH PAY PERIOD

- > We take every step possible to avoid overpayments and underpayments
- > We audit time/time off (incl. Holidays) prior to each payroll cut off deadline in advance: by 15th/EOM, then 3 more times before Payroll cut off.



FMLA AUDIT, COMPLIANCE & TRACKING

Outside Workday

- > Proactive at meeting employees 1:1 to explain process, what to expect, time off entry responsibility in Workday and approvals. We want an educated Workforce! **Set expectations up front.**
- > Train employees to think in terms of pay periods for their paychecks. "This pay period is July 1-15. Next pay period is July 16-31."



FMLA AUDIT, COMPLIANCE & TRACKING

Outside Workday

- > We provide a copy and link to the Payroll calendar and highlight the Time & Absence Transaction Deadline for each pay period.
- > Touch points every pay period after audit. What needs action? Call employees, email supervisors to approve, enter time off on behalf of employee, track FMLA, return workers from leave, etc.



DSO LEAVE

LOA STATUS IN WORKDAY AFTER ACCOMMODATION IS APPROVED

- > Useful Reports: Workers on Leave, Leave Results for Organization.
- > Strategies taken: clear expectations set for employee and manager for action steps in Workday. Emails to remind to enter time off and approve. Audit and analyze report for accuracy of workforce hours.

Paid Family and Medical Leave

Marisa Gaudins

UNIVERSITY *of* WASHINGTON

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Paid Family and Medical Leave



Starting in 2020, Washington will be the 5th state in the nation to offer paid family and medical leave benefits in the form of partial wage replacement to workers.

Paid Family and Medical Leave is a statewide insurance program and will be funded by premiums paid by both employees and employers and will be administered by the Employment Security Department (ESD).



Paid Family Leave – Entitlement

The new law provides eligible workers up to 12 weeks of Paid Family and Medical Leave benefits annually for:

- Bonding after the birth or placement of a child who is under the age of 18;
- A family member's serious health condition; or
- Certain military assignments
- Own serious health conditions, as defined in the federal Family Medical Leave Act (FMLA)



Paid Family Leave – Paid Benefit

Benefits will be a percentage of the individual's average weekly wage during the two highest quarters in the qualifying period.

The maximum weekly benefit amount is \$1,000—adjusted annually. The minimum weekly benefit will not be less than \$100 per week.



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Paid Family Leave – Premiums

- > The initial premium rate is set at 0.4 percent of wages up to the social security cap beginning on Jan. 1, 2019.
- > Employers may deduct from the employees' wages:
 - 100% of the premiums due for the family leave
 - Up to 45% of the premiums due for the medical leave portion.
- > The employee is responsible for approximately 63% of the premium; the employer 37%.



Paid Family Leave - Eligibility

- > Workers are eligible after working for at least 820 hours during the qualifying period.
- > Employees will need to file claims for benefits, agree to disclose certain information, notify their employer, and meet documentation requirements, depending on the type of claim.



Paid Family and Medical Leave



Premium assessment begins on Jan. 1, 2019.

Benefits will be available on Jan. 1, 2020.



Paid Family Leave – Implementation Status

- > Work is underway to determine employee/employer splits, participation in rule-making, and impact assessment.
- > The topic will be a key component of this summer's bargaining sessions
- > Executive Stakeholder group including Financial Accounting, President's Office, State and Government Relations, UWHR, AHR meets monthly



Learn More

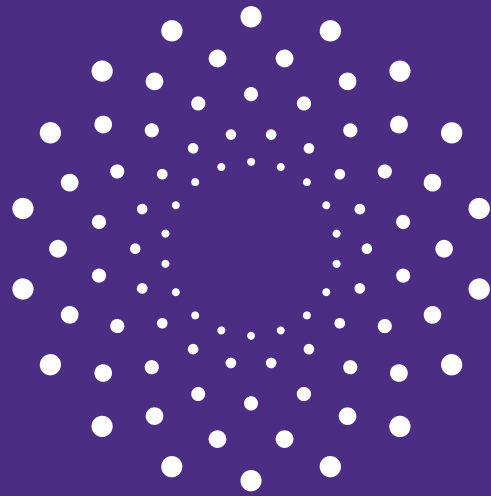
Email:

- > Marisa Gaudins marihoug@uw.edu
- > Becka Johnson Poppe jbecka@uw.edu

Employment Security Department

- > <https://esd.wa.gov/paid-family-medical-leave>





THE WHOLE U

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Matthew Leib, Web Manager and Visual Producer

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THE WHOLE U: BY UW, FOR UW

THE WHOLE U
UNIVERSITY of WASHINGTON

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Welcome to The Whole U!

Focused on creating connections, holistic wellness, and engaging your interests, The Whole U is for UW, by UW. Have a question? Ask us at wholeu@uw.edu.

Shake up your workout routine with a Rueda de Casino (Salsa in a Circle) class on **May 15** with La Clave Cubana—no partner necessary!

Get the skinny on skin cancer prevention from vitamin A to Zinc (oxide) at a **May 18** seminar with Jennifer Gardner, assistant professor of Dermatology at UW School of Medicine.

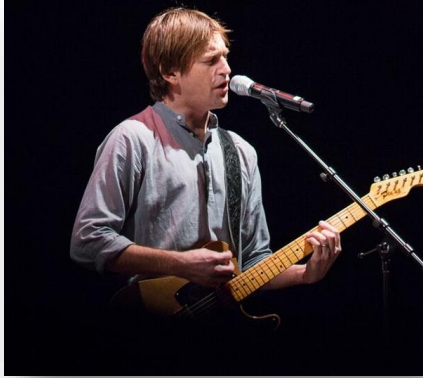
Fuse outer fitness with inner peace at a **May 31** Buddha Bootcamp designed to target the entire body in an uptempo, supportive environment.

THE WHOLE U: BY UW, FOR UW

- > Fostering connections, holistic wellness, and a shared sense of community across the University of Washington.



EVENT STRUCTURES



Signature Events

1,000+
participants



Signature Programs

1,000+
participants



Virtual Training

1,000+
online
participants

EVENT STRUCTURES



Seminars

80-500
participants



Small Activities

20-50
participants

UW FITNESS DAY

- > *“This was tremendously fun, a good workout, and a real lift to the week. I’ve participated in many of the Whole U events and have always come away grateful to be part of the UW community. Thank you for another great Whole U adventure—I can’t wait for the next one!”*
- > *“This is an event I am seeing make an impact on people.”*



MARCH POTLUCK COMPETITION

- > 74 departments and over 750 UW staff members joined the fun!
- > *“Healthy competition, community building, spending time together outside of the office, and tasting the talent from across the department!”*
- > *“Having a gathering of great people and great food to help usher in the new, warmer season.”*



TAKE OUR KIDS TO WORK DAY

- > *“LOVED the information shared by Eric Chudler; my 2nd grader took notes during the presentation, and used the info to write up his own presentation to share with his class the next day.”*
- > *“Thank you for your work to make the campus a welcoming place for our family. ”*



Whole U Speaker Series: Learning Happiness

- > “Outstanding presentation delivered in a very appealing way. I liked the exercises and the practical approach as to how to enhance your happiness”
- > “I shared with my coworker and my family what I learned from this workshop. Extremely helpful”



ARCHITECTURE WALKING TOUR

- > *"This was super informative. I loved the lecture before the tour. It was fun to see all the hidden gems (sculptures and other artwork) around campus during the tour.. Thank you!"*
- > *"What a great program. The speaker was knowledgeable and organized--the pre-tour lecture was excellent, as were the handouts. The walking tour was very helpful. I was able to see things with "fresh" eyes--I had looked before and had not really seen. Terrific!"*



Sweeten Valentine's Day for UW Medical Center Patients

- > *"This is a favorite Whole U activity that I do with my co-workers every year! Makes you feel good and team building all in one."*
- > *"Thank you so much to the Whole U team for fostering a creative environment and providing a great opportunity for the UW community to deliver a caring message to patients at the UW Medical Center on Valentine's day"*



DISCOUNT NETWORK

Tickets and Events

Dining *gifts & merchandise*

SPORTS

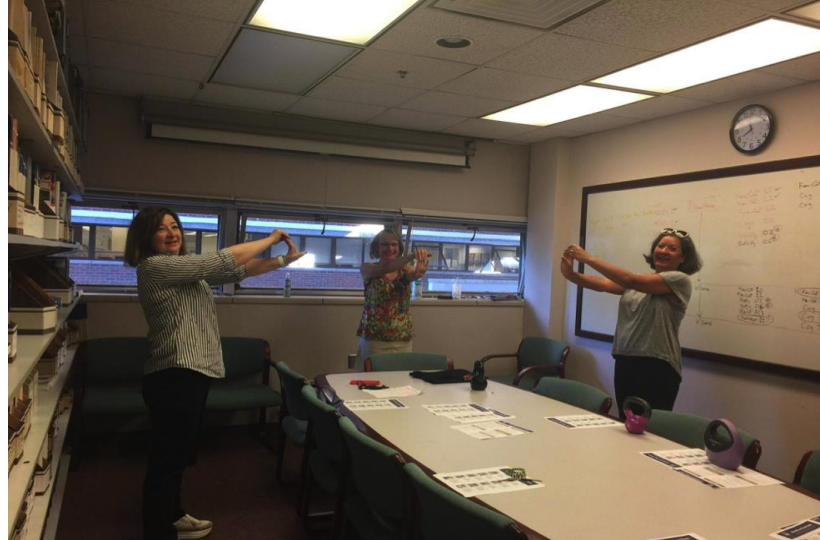
TRAVEL

BOOKS &
MULTIMEDIA

wellness

RAISE THE BAR UW

LEAD YOUR DEPARTMENT TO
WHOLE U CHAMPION STATUS!



QUESTIONS?

Contact the ISC Services Support Team

