



# UWHR/ISC Administrators' Forum

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January 18, 2018

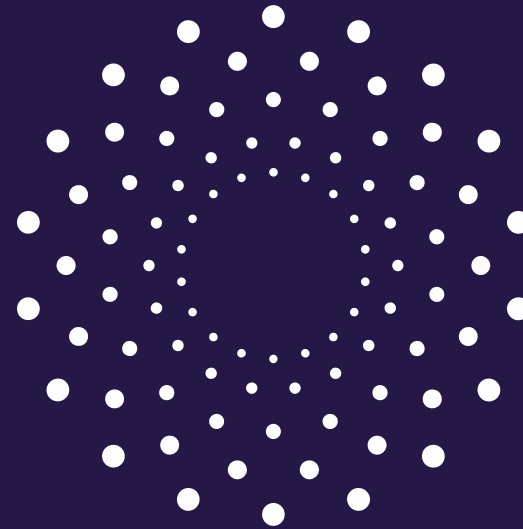
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INTEGRATED SERVICE CENTER

# Agenda

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- The Whole U: Results of Community Interest Survey – Chiara Iacoviello
- Paid Sick Leave- Marisa Gaudins and Tram Le
- Annual Attendance Incentive Program - Marisa Gaudins and Tram Le
- Minimum Wage – Randy West
- Administrative Classification Consolidation Update – Dennis Heller
- Tax Reform: Moving Expenses – Kyle Richard
- Work Location – Peter Denis and Rachel Gatlin
- Manage My Work Dashboard – Jacob Morris and Karen Matheson
- Move Workers – Paula Ross
- Updates from HCM Service Partners- Renni Bispham, Jean Swarm, Aaron Ford
- Named Support Contact Outreach - Kanani Donaldson
- Benefits Updates and Best Practices – Alana Miller



THE WHOLE U  

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The Whole U's Impact  
The Whole U Community Interest Survey 2018

# Success by the numbers



BY THE  
NUMBERS

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687

ACTIVITIES

1019

ARTICLES

# Engagement 2014 - 2017

TOTAL INTERACTIONS

# 135,000+



# Impact – Raise the Bar Departmental Challenge

*“We spend our working hours taking care of sick patients with cancer. This can be physically and emotionally demanding work. As a team, we think it’s important to take time out of the day to reach out and support each other and to integrate healthy behaviors into our daily routine in order to better care for ourselves. The Raise the Bar challenge has been a fun way to accomplish this!”*



# Impact – Valentine's Day Card Making



*“This is a Win-Win event. The patients get to feel some kindness on a special day while they are going through some maybe not so good times, and the staff get a warm, friendly, creative break in their day that is fulfilling and helps others.”*

# Impact – UW Athletics employee appreciation games!

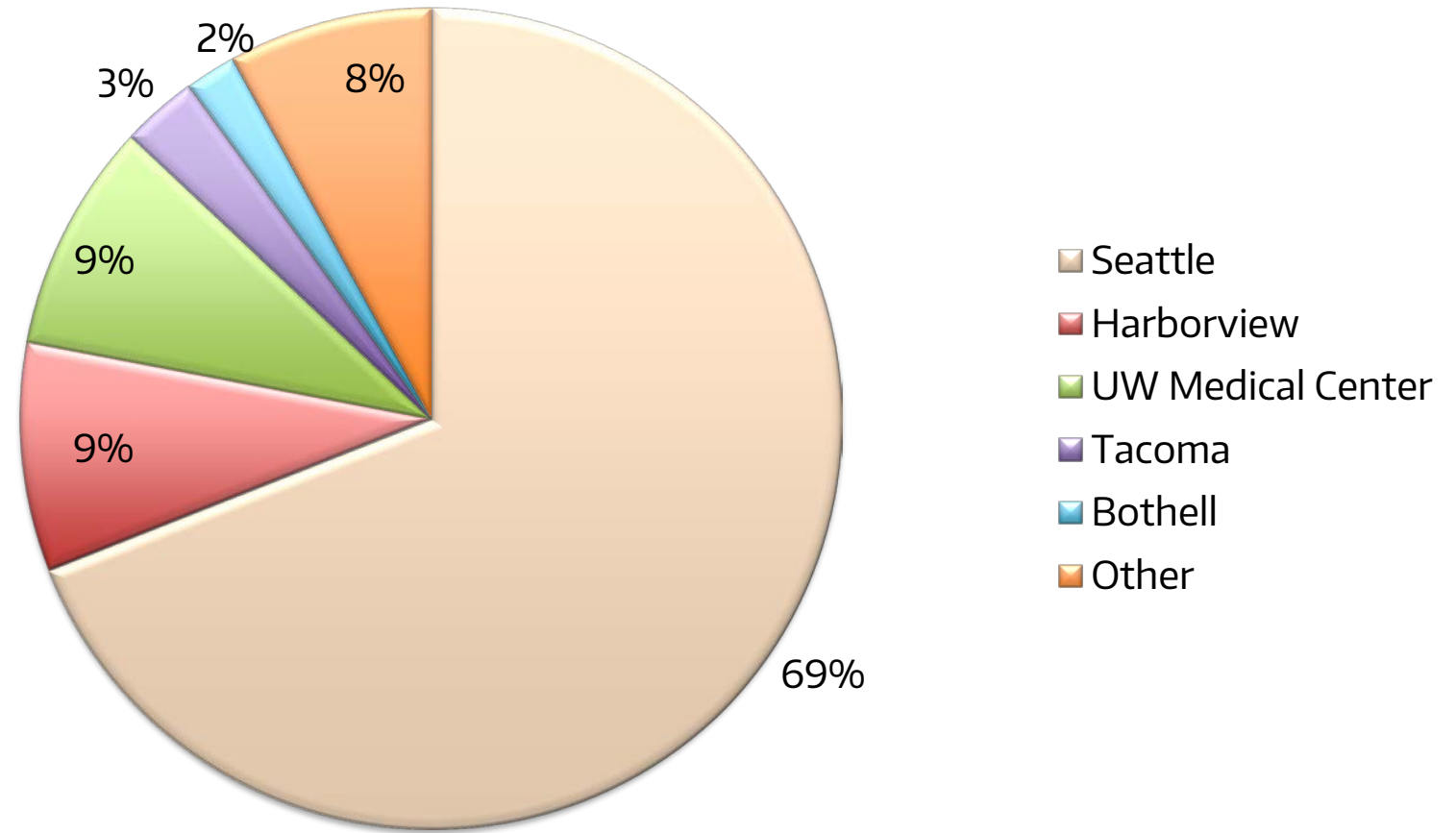
*“As an employee we do not receive many perks but these free events make me feel like I am valued and I absolutely see them as a perk.”*



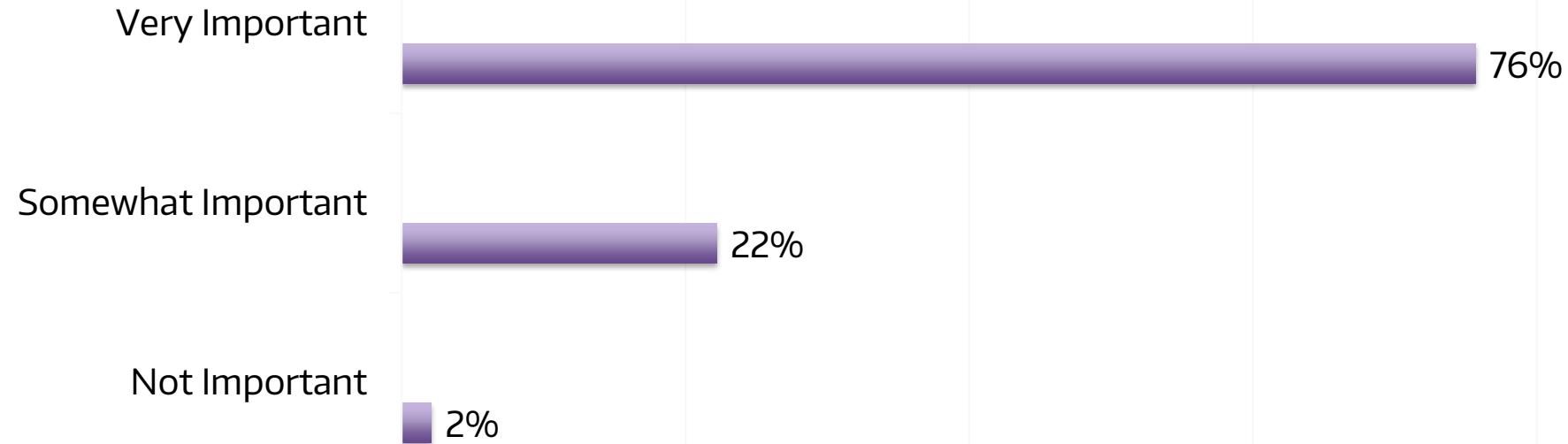


# 2018 Community Interest Survey

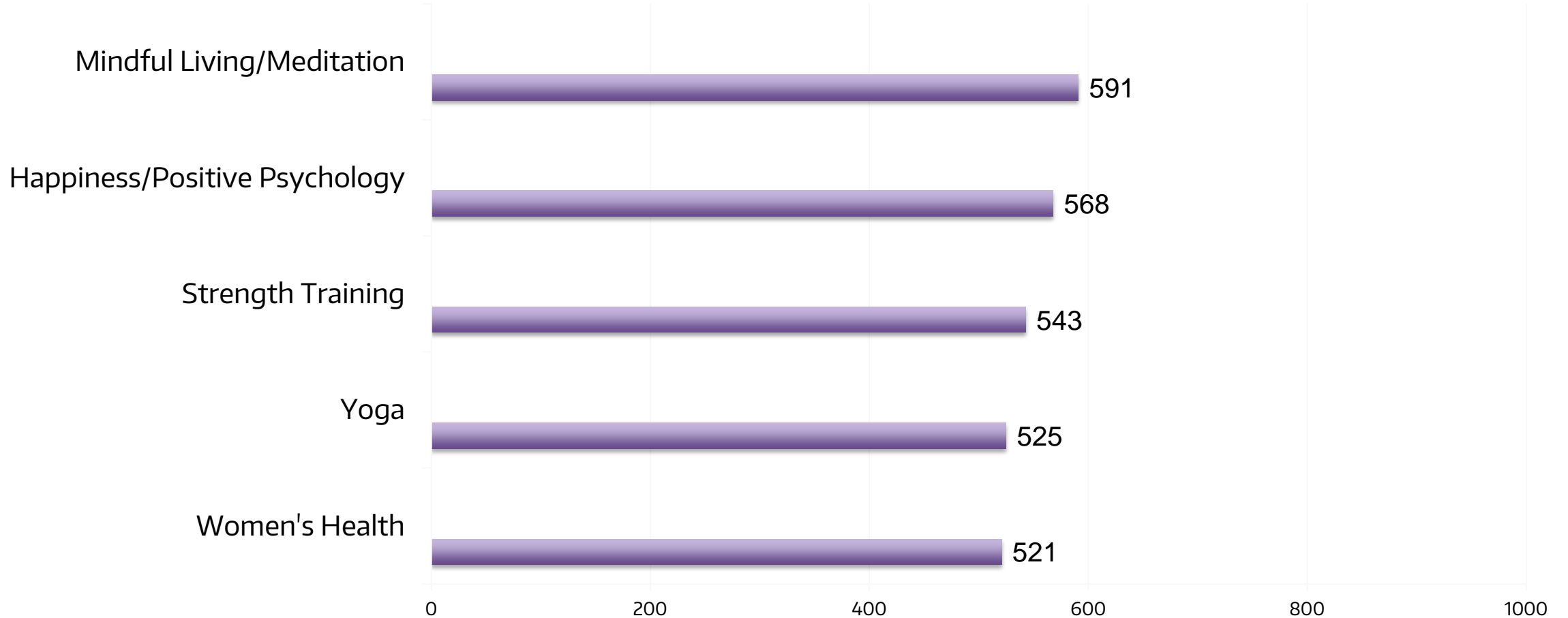
965 UW faculty  
and staff



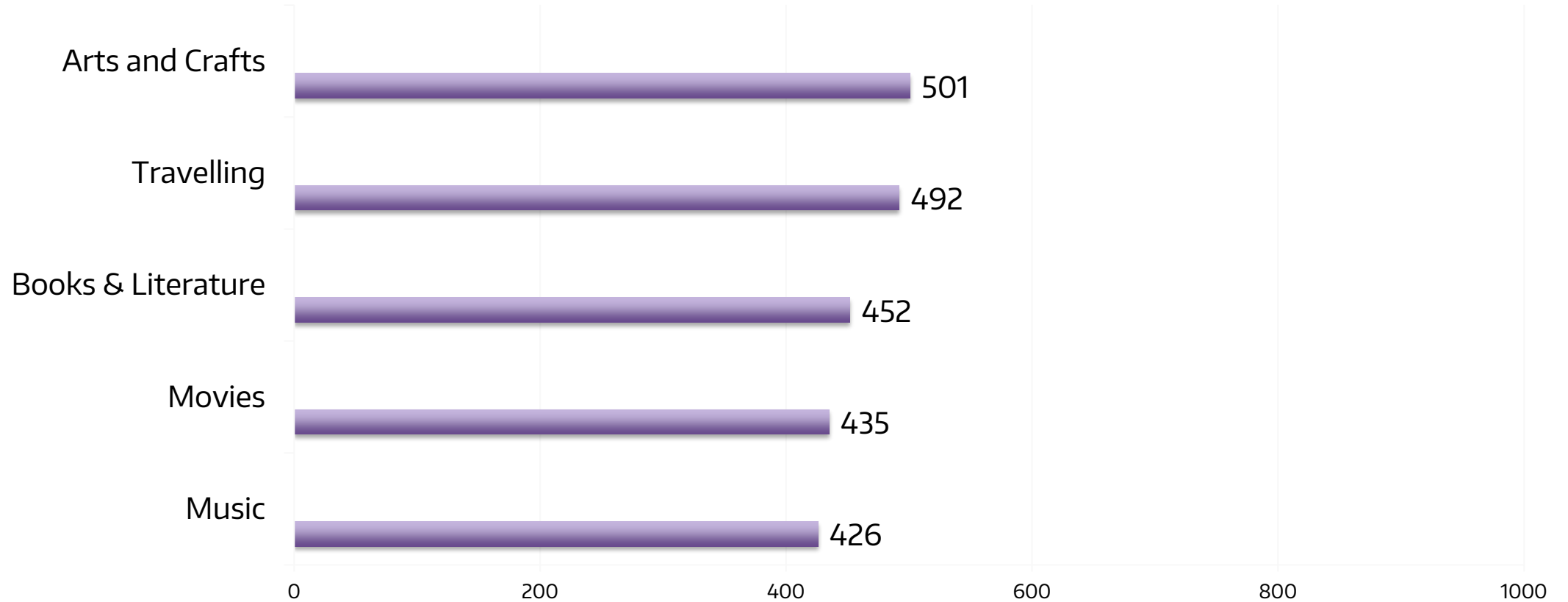
# The Importance of The Whole U at UW



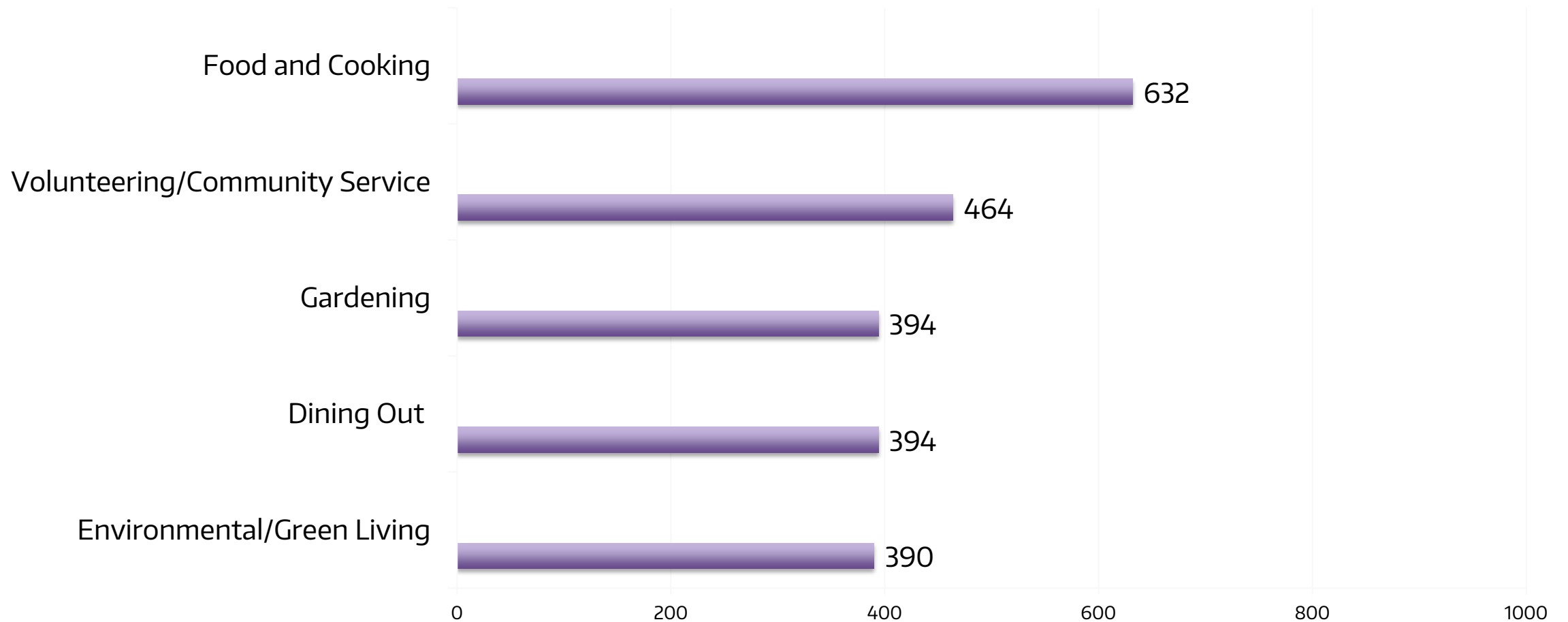
# Top 5 Wellness Interests



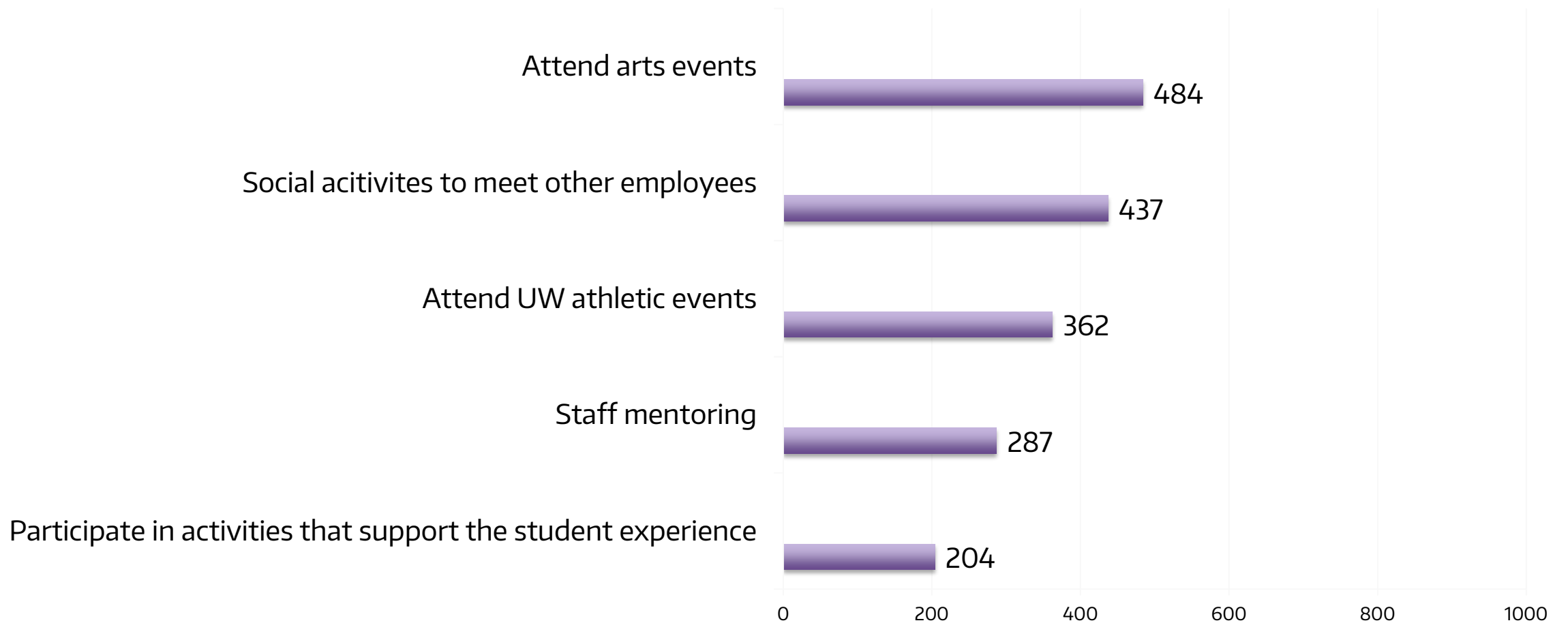
# Top 5 Cultural Interests



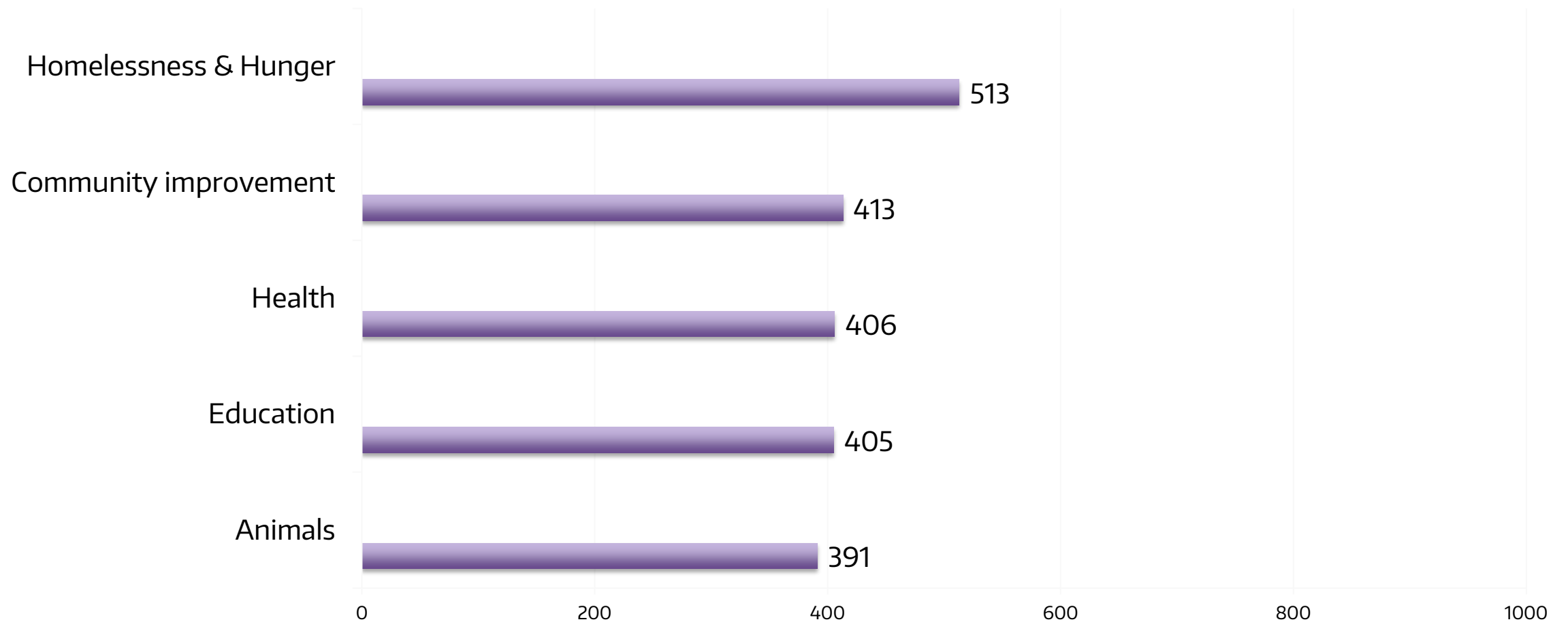
# Top 5 Life Interests



# Engagement within the UW community



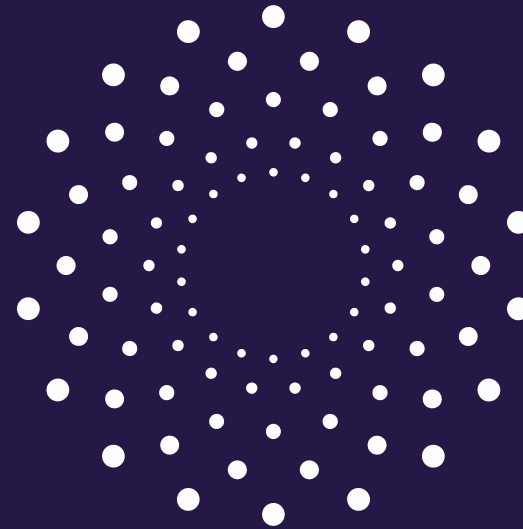
# Top 5 Non-Profits



# What to look out for in 2018

- Yoga and mindfulness classes
- Fitness and strength training opportunities
- Food and cooking activities
- UW Athletics events
- Art activities
- Travelling interest groups/seminars
- Movie and music activities
- Women's and men's health seminars
- Happiness and positive psychology seminars





THE WHOLE U  

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[uw.edu/wholeu](http://uw.edu/wholeu)



**I-1433**

**PAID SICK LEAVE**

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Marisa Gaudins and Tram Le

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# Overview

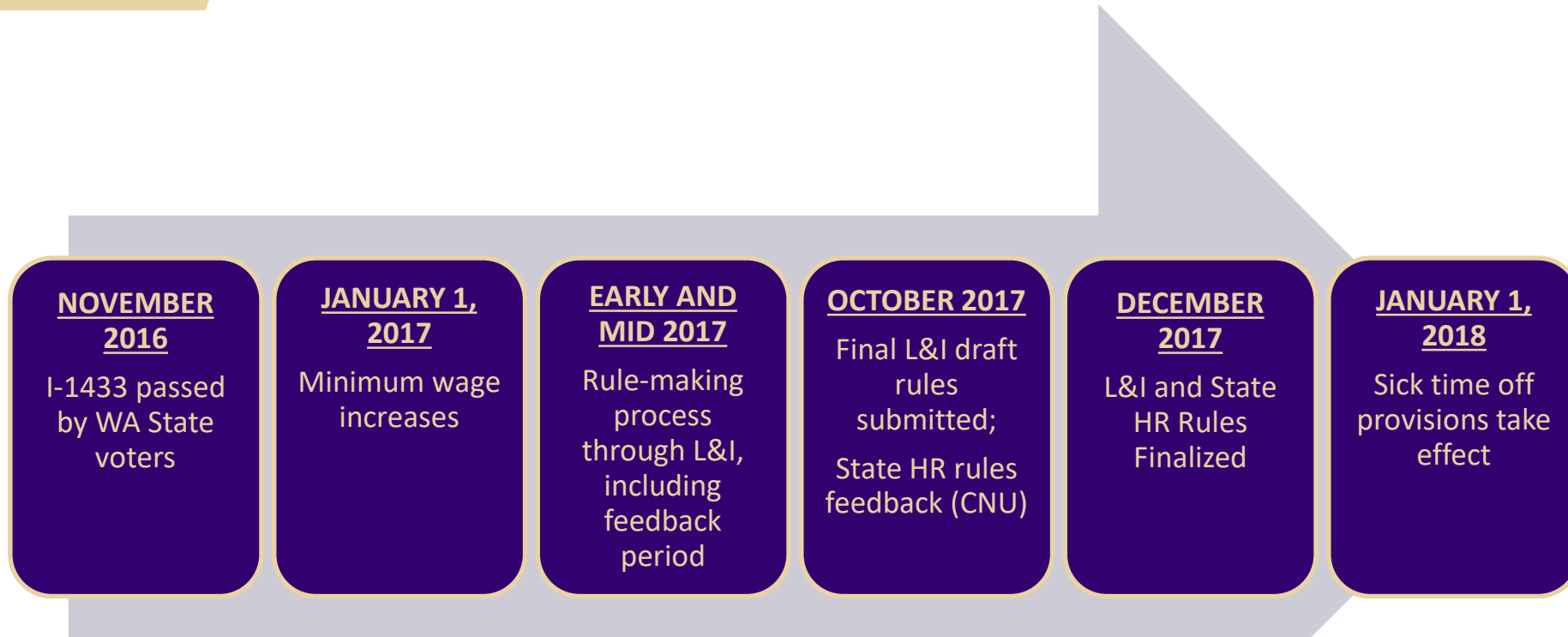
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- > Initiative 1433 passed by the people of the State of Washington:
  - modified WA State Minimum Wage Act (MWA)
  - increased the minimum wage for all covered workers
  - required employers to provide paid sick time off to those covered by the MWA (generally speaking, nonexempt workers) who do not currently earn at least the minimum amount of sick time off guaranteed by law
- > Effective January 1, 2018 for hours worked on and after that date



# How we got here

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# Application of Rules

## I-1433 (now RCW 49.46)

Impacts all covered by MWA – “nonexempt”

## WAC 296 L&I Rules

Applies to all covered by MWA  
(temp/student hourly)

## Professional Staff Program

Applies to all Professional Staff

## Collective Bargaining Agreement

Applies to all contract classified workers, including represented temporary and student hourlies (SEIU 925, WFSE, UAW, per diem nurses in SEIU 1199)

## WAC 357 State HR

Applies to all CNU workers



# Topics

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- > Sick Time Off Accrual and associated rules
- > Sick Time Off Use
  - Family Member Definition
  - Reasons for Use
- > Sick Time Off Verification



# Temporary and Student Hourlies

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What's new:

- > Accrual – 1 hour for every 40 hours worked (0.025 per hour), accrued at end of month and available for use the following month
- > Balance – Annual carryover capped at 40 hours
- > Payment at Termination – Not paid
- > Funding Restrictions – Federal work study funds may not be used to pay for sick time off



# Workstudy Costing

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- > Workstudy – For workstudy positions, the default budget is department budget, so without other costing allocation changes, sick time off used (S/L) would be charged to that budget.
- > If the earning S/L needs to be charged elsewhere, use costing allocations at the earning level





# Classified and Professional Staff

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- > Normal full time accrual of 8 hours/month (prorated) typically exceeds the maximum
- > Applies minimum “1 hour for 40 worked” accrual in the following circumstances when they would have received nothing even if they had worked:
  - more than 10 days of unpaid time off in a month
  - new hire starts on/after the 16th of the month
  - worker terminates on/before the 15th of the month

The minimum “1 hour for 40 worked” does not apply to exempt CNU workers.



# Hourly Academic Personnel

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- > Hourly academic personnel who may be subject to this new law are being addressed



# Accrual In Workday

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Updates each time a pay result is complete (2x/month), but the balance “banks” at the end of the month

- > Uses pay results instead of FTE to determine accrual
- > Requires pay results to be complete (accrual lag)
- > Retro paid hours accrue based on the month they are paid, not worked
- > “Balance as of” functionality to project future balance value won’t update for temps and students



# Accrual In Workday

Earnings 1 item



Description	Dates	Hours	Rate	Amount	
Student Hourly Pay	11/06/2017 - 11/15/2017	6.25	0.00	100.00	
				Total:	100.00



# Accrual In Workday

← Time Off Results by Period Sick, Sally Actions

To view details drill down on Year to Date values

Periods 11/01/2017 - 11/30/2017 (UW Monthly)

Time Off Plans Sick Time Off Plan - calendar year (hours)

1 item

Balance Period	Time Off Plan	Unit of Time	Position	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period
11/01/2017 - 11/30/2017 (UW Monthly)	Sick Time Off Plan - calendar year (hours)	Hours	PN-0094874 Student Assistant (NE H)	0	0.16	0	0	0.16



# Staff Job Change

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- > Regular → Temp – up to 40 hours transfer; for remainder, if any, existing reinstatement rules (3 or 5 years) apply upon reinstatement to a classified or prostaff position. (ISC Tier 2)
- > Regular → Regular -- Full balance transfers
- > Temp → Regular -- Full balance transfers
- > Temp → Temp -- Full balance transfers



# Break in state service – Separation/Rehire

Separated As   Returned As	What Happens with Your Sick Time Off
Regular to Regular	Full balance of sick time off may be reinstated per the Prior Washington State Service Credit process (HR)
Regular to Temporary	A maximum of 40 hours is reinstated. The remainder is “held” for potential reinstatement (ISC/Payroll Services)
Temporary to Temporary	For rehires within 12 months of their termination date, the balance is reinstated.  If the rehire date falls in the next calendar year following the termination date, a maximum of 40 hours will be reinstated as though the annual cap had been applied. (ISC/Payroll Services)
Temporary to Regular	



# Multiple Jobs

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While workers accrue sick time off by position, balances from one position can be used on the other

Example:

*Worker has the following sick time off balances:*

*> Job 1 -- 50 hours*

*> Job 2 -- 2 hours*

*Worker wants to use 4 hours of time off on both jobs.*

*Worker is allowed to use part of his/her 50-hour balance on Job 2 because Job 2's balance is not large enough.*





# Adding a Job

Job that exists	Job getting added	Result
Regular job	+ Regular job	Split the balance
Regular job	+ Temporary job	While the balance can be used between jobs, balance adjustments will not be transacted at time of Add Job.
Temporary job	+ Temporary job	
Temporary job	+ Regular job	Transact adjustments only at time of usage, as needed and requested.



# Ending a Job

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Job that remains	Job ending	Result
Regular job	Regular job	Combine balances
Regular job	Temporary job	
Temporary job	Temporary job	
Temporary job	Regular job	From the regular job, only move over 40 hours of sick time off to the temporary hourly job.



# Reasons for Use

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Added new reasons of:

- > Absences that qualify under the State Domestic Violence Act
- > When the employee's workplace or employee's child's school or day care has been closed by public health official for any health-related reason



# Reasons for Use

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May be used for bereavement

Employees should speak to their supervisor if they would like to use sick time for bereavement or condolence purposes.

Examples:

- > Employee's loved one is not covered by their employment program's or collective bargaining agreement's definition of family member
- > For regular staff, the bereavement time off entitlement time does not adequately cover bereavement obligations, such as having to travel a long distance



# Family Member Definition

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Broadened the definition of family member to include language for:

- > Child – a child of a legal guardian or de facto parent, regardless of age or dependency status and those to whom the employee is “in loco parentis” or “de facto” parent
- > Minor/dependent child – a child of a legal guardian or de facto parent
- > Parent and Parent-in-law – includes de facto, foster parent, stepparent, or legal guardian
- > Sibling – instead of brother and sister

Impacts the definition for all time offs where those terms are used.



# Notification

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- > Employee must provide notice as early as possible, but the UW cannot require notice more than 10 calendar days in advance.



# Verification

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Verification may only be requested if an employee uses or requests to use paid sick time off on more than 3 consecutive scheduled work days

Corrective action may be taken:

- > if the employee fails to provide verification following a request,
- > for failing to provide appropriate notice of the need for sick time off,
- > for use of sick time off for unauthorized purposes.



## **Verification after 3 days**

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- > Department may require the employee to provide verification that establishes that the use of sick time off is for an authorized purpose.
- > Verification must be provided within 10 calendar days of the first day the employee used sick time off to care for themselves or a family member.
- > Employees are not required to provide any details concerning the specific nature of the health condition in order to use sick time off, unless otherwise required by law.





# Verification types

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If verification is requested, acceptable verification may include:

- > A doctor's note or a signed statement by a health care provider indicating that the use of sick time off is necessary to take care of the employee or an employee's family member; or
- > A written or oral statement from the employee indicating that the use of sick time off is necessary to take care of themselves or a family member.

When an employee is absent due to the closure of the employee's child's school or place of care by a public official due to health-related reasons:

- > Notice of closure by a public official that the employee received regarding employee's child's school or place of care.



# Other Policies

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- > Bereavement
- > Prior Service Credit
- > Suspended Operations
- > Shared Leave



## Next Steps

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- > Labor Impacts – Review of collective bargaining agreements and associated negotiation with unions
- > Workday – Configuration of new “1 hour for 40 worked” accrual, required notification of entitlements at hire, and Kronos integration.
- > Policy – Review and update existing time off and attendance policies to be in compliance
- > Communication – Email to hourly and student workers



# Open Issues

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> Impact on academic to professional staff (and vice versa) transfer sick time off calculations





# Annual Attendance Incentive Program

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Marisa Gaudins and Tram Le

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# Eligibility

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Sick time off accruing employees must meet the following requirements to participate in the program:

- > Sick time off balance is greater than 480 hours as of January 1 (system enforced)
- > Ending balance is greater than the starting balance for the year just ended (not system enforced for 2017)
- > Balance will be at least 480 hours after the cash-out (system enforced)



# Request Process

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1. Employee requests cashout using Sick Time Off – AAIP Cashout code (entry must be made in the month of January)
2. Routes to Time/Absence Approver for approval
3. Routes to Costing Allocation Coordinator to update costing allocations as appropriate (earning LPA)

Assistance may be needed to check ESS or OWLS for accruals and time off usage prior to Workday (Jan 2017 - May 2017)





# Minimum Wage

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Randy West

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# 2018 Minimum Wage Adjustments Seattle, Bothell and Tacoma (except 10888)

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After the January 10 pay date:

- Hourly job minimums were increased from \$15/hour to \$15.45/hour
- Steps below the monthly equivalent of \$15.45 (\$2,678/month) were inactivated in Workday
- Classified employees on steps below \$2,678/month were moved to the next highest step above \$2,678
- ISC staff made changes centrally to:
  - Hourly employees;
  - Pay ranges; and
  - Step placement of salaried classified employees



# 2018 Minimum Wage Adjustments – Tacoma

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- Student Assistant-UWT (in Tacoma) changed from \$11.15 to \$12.00 per hour effective January 1, 2018, following the City of Tacoma minimum wage.



# 2019 Minimum Wage Adjustments

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**Seattle, Bothell and Tacoma** jobs other than Student Assistant-UWT (job code 10888)

- Next City of Seattle minimum wage increase will be effective January 1, 2019
- Will be announced by the City of Seattle Office of Labor Standards in the fall
- Amount unknown; increase will be based on CPI-U

## **Tacoma (Student Assistant-UWT)**

- Next City of Tacoma minimum wage increase will be effective January 1, 2019
- Amount unknown; based on inflation





# Administrative Classification Consolidation Update

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Dennis Heller

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# Administrative Job Class Consolidation – Overview

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- Per MOU, under SEIU 925 and WFSE 2017-19 contract
- 28 jobs will be consolidated into 5 jobs
- New titles:  
Administrative Assistant 1, 2, 3, Lead and Supervisor
- Effective July 1, 2018
- Employees moved to new jobs by the ISC
- Per MOU, employees move via walk-across
- New step placement will be “value-to-value plus one”

# Admin Class Consolidation Titles Walk-Across

Current Payroll Title	New Payroll Title	New Pay Range
Data Entry Op. - Contact Ctr.	Admin Asst 1	B4-33
Data Entry Operator 1		
Data Entry Operator 2		
*Office Assistant 1		
*Word Processing Operator 1		
*Word Processing Operator 2	Admin Asst 2	B4-37
Data Entry Operator 3		
*Office Assistant 2		
*Secretary		
Secretary - Bioengineering Only		
Statistical Typist	Admin Asst 3	B4-41
Technical Secretary		
Administrative Assistant A		
Administrative Assistant B		
Administrative Coordinator-Contact Center		
Administrative Coordinator		
*Office Assistant 3		
*Secretary Senior		
Sec'y Sr. - Bioengineering Only		

Current Payroll Title	New Payroll Title	New Pay Range
Data Entry Operator Lead	Admin Asst Lead	B4-43
Office Assistant Lead		
*Secretary Lead		
Secretary Lead - Bioengineering Only		
Word Processing Operator Lead	Admin Asst Supv	B4-48
Administrative Assistant A-Supv		
Office Support Supervisor 1		
Office Support Supervisor 2		
Secretary Supervisor		

\* Job also exists in WFSE

# Example of Walk-Across and Step Placement

## Current

**Title: Administrative  
Coordinator**

**Pay Table/Range: B4, 37**

**Step: M**

**Monthly Rate: \$3,708**

## Future (July 1, 2018)

**Title: Administrative  
Assistant 3**

**Pay Table/Range: B4, 41**

**Step: J**

**Monthly Rate: \$3,802**

**Plus 2% 7/1/18 across-the-  
board: \$3,878**

# Example of Walk-Across and Step Placement Admin Coordinator at Step M

*Note: Steps A through F not shown to allow bigger font in example*

Range	<--- STEP --->						CEGP Steps	
	H	I	J	K	L	M	N	O
37	\$3,287	\$3,370	\$3,449	\$3,530	\$3,618	\$3,708	\$3,802	\$3,894
38	\$3,370	\$3,449	\$3,530	\$3,618	\$3,708	\$3,802	\$3,894	\$3,995
39	\$3,449	\$3,530	\$3,618	\$3,708	\$3,802	\$3,894	\$3,995	\$4,088
40	\$3,530	\$3,618	\$3,708	\$3,802	\$3,894	\$3,995	\$4,088	\$4,195
41	\$3,618	\$3,708	\$3,802	\$3,894	\$3,995	\$4,088	\$4,195	\$4,299

Value For value      plus one step





# Layoff, Bumping and Rehire Implications for Jobs in the Consolidation

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Plans for FTE reductions or layoffs affecting employees in any of the consolidated job titles should note:

- Bumps resulting from layoffs with effective dates before July 1, 2018 will be based on current job classes
- Bumps resulting from layoffs with effective dates on or after July 1, 2018 will be based on consolidated job classes in the new Administrative Assistant series (Admin Asst 1, 2, 3, Lead or Supervisor)
- Starting July 1, 2018, rehire rights will be based on the new series
- Questions on this go to Labor Relations





# Tax Reform: Moving Expenses

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Kyle Richard

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# Tax Reform: Moving Expenses

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- Moving expenses **paid or incurred in 2017** (by UW or Employee)
  - Subject to **old rules for taxability**, if reimbursed by 6/30/18
  - Generally non-taxable if meet substantiation and documentation requirements
- Moving expenses **paid or incurred in 2018** (by UW or Employee)
  - **Taxable—tax** reform eliminated deduction for moving expenses and ability to exclude employer-paid moving expenses from income

# Tax Reform: Moving Expenses

Payment Mechanism	Timing	Taxability
Lump sum moving allowance	Always	Yes
Expense reimbursement	Expenses paid or incurred in 2017, reimbursed before 6/30/18	No*
Expense reimbursement	Expenses paid or incurred in 2017, reimbursed after 6/30/18	Yes
Direct payment to vendor	Paid or incurred in 2017	No*
Direct payment to vendor	Paid or incurred in 2018	Yes

\*If the expense is appropriately documented and substantiated under the old rules



# Work Location

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Peter Denis and Rachel Gatlin

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# UWHR Labor Relations/ISC Union Employee Location Reporting Project

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- Most recent contract agreements include the reporting of location specific information on unionized employees.
- Information is not currently gathered in required detail in Workday.
- To fulfill this requirement standards and instructions to collect and report data in a uniform way need developed.
- UWHR and the ISC will be working in partnership to create a project plan to fulfill this requirement, the project is currently aimed to kick off by February 1<sup>st</sup>.
- More information will be coming, but it is important to note that there will be asks to departments to help us gather and collect this information.



# Manage my Work Dashboard

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Jacob Morris and Karen Matheson

UNIVERSITY of WASHINGTON

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# MANAGE MY WORK DASHBOARD

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- Ideal for HR Partners, Academic Partners, HCM Initiate 2s to gain insight into the overall activity of the units they support
  - **NEW**
    - **In-Progress Transactions** (previous 90 days)
    - **Completed Transactions** (previous 30 days)
  - Existing
    - Menu of relevant reports: HR, Time Tracking, Finance
    - And other report tiles such as:
      - Audit Workers On Leave - Dashboard
      - Unapproved Time in a Pay Period R0283 - Dashboard
      - Etc.
- Updated using input from a small focus group of administrators who helped prioritize which report tiles were featured and what processes they displayed





# Move Workers

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Paula Ross

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# **New Process- Change Job – Data Change – Move Worker**

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- The Change Job- Data Change process can now be used to move student workers between supervisory organizations
- Reason code "Data Change - Lateral move – Sup Org Move Only".
- Routes only to the HR Partner for approval
- This option is for **student** workers only.
- You can still make requests to move staff and academic workers.
  - Contact the ISC for moves related to data clean up.
  - Contact UWHR to initiate changes due to reorganization.



# Updates from HCM Service Partners

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Renni Bispham, Jean Swarm, Aaron Ford

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# Updates from HCM Service Partners

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- HCM and Payroll cutoff deadlines
- My Financial Desktop
- Costing and Position Restrictions
- Temporary Salary Increases
- Paid to Unpaid & Vice Versa

# 2018 Payroll Office Calendar

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					
May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	1	2	3	4	5	6	7				1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
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30																					30	31	1	2	3	4	5

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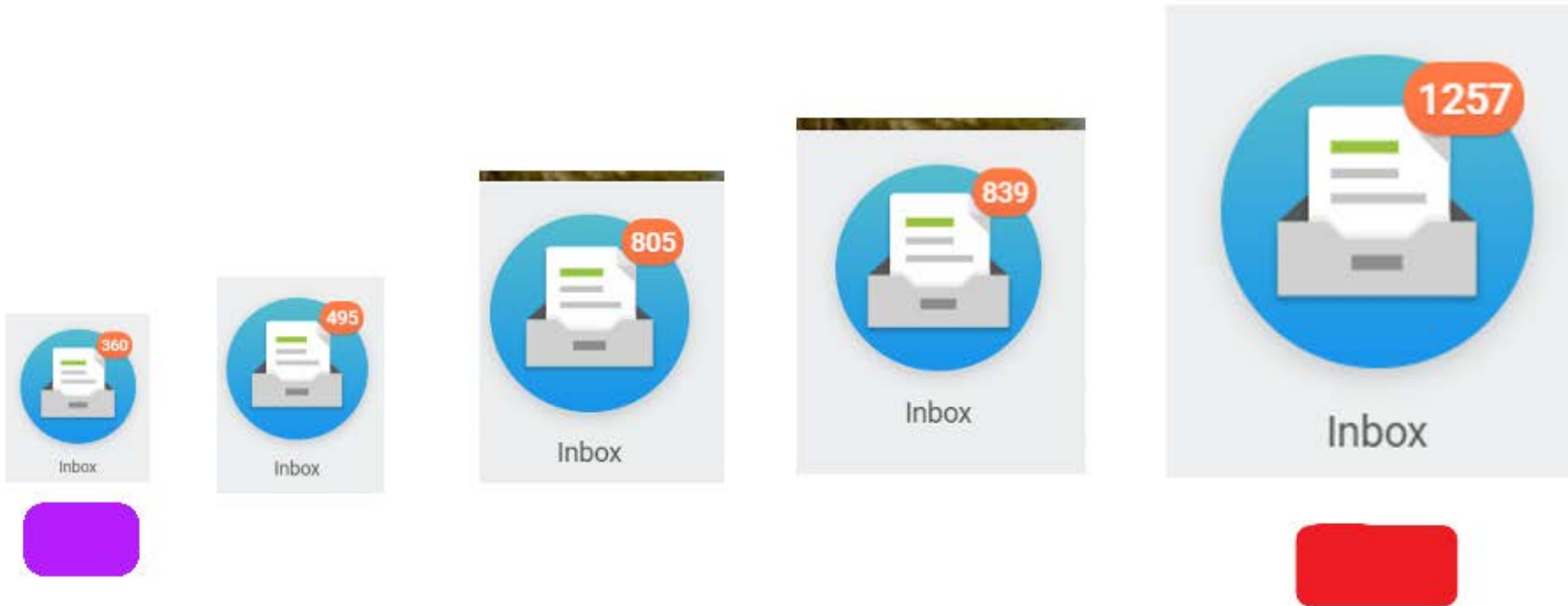
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# Purple Days/Red Days

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HCM Transaction Unit Approval deadline

Time and Absence Transaction Deadline (9:00 pm). Transactions must be submitted and approved for payment



HCM Workday transactions that impact payroll (such as Hire, Change Job, or Termination) submitted on or before the HCM Cutoff Date (purple dates on the 2018 Payroll Office Calendar) **WILL** be processed in time to ensure payment. Transactions submitted after that date **MAY** be processed in time to ensure payment.

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# My FD

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- The HCM Service Partners do not have visibility into MyFD
- MyFD is not a component of Workday
- Workday will provide information that is displayed in MyFD
  - Twice each month, after each payroll is completed; not real time
  - Integration is completed between Workday and Financial Accounting System (FAS)
  - Once FAS is updated, the information is displayed in MyFD the next day



# MyFD

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- MyFD has its own support team at [myfdhelp@uw.edu](mailto:myfdhelp@uw.edu)
- Best practice, contact myfdhelp first.
- If the issue needs to be resolved through the ISC, the myfdhelp team will redirect the issue.

# Position Restrictions Costing

- The Position Restrictions Costing was created specifically for the medical centers units (UWMC & HMC)
- Campus units should not be using this section.

**Assign Costing Allocation**

For detailed instructions to successfully execute this process, see the [User Guide](#).

**Worker Costing**

Worker

Position \*

Earning

**Position Restrictions Costing**

Effective Date

Position Restrictions

# Position Restrictions Costing

- When assigning or making changes to current costing allocations, it is a good practice to remove the effective date in the Position Restrictions Costing section.
- This will prevent unexpected downstream effects

**Assign Costing Allocation**

For detailed instructions to successfully execute this process, see the [User Guide](#).

**Worker Costing**

Worker: X Ordaz, Jessica

Position \* X PN-0086319 Research Associate - Ordaz, Jessica

Earning:

**Position Restrictions Costing**

Effective Date: MM / DD / YYYY

Position Restrictions:

OK Cancel

# Temporary Salary Increases

Should NOT be entered as an adjustment to the base salary

- When the term of the temporary increase ends – ALL compensation will go away!

The screenshot displays a compensation record for a University of Washington employee. It includes a summary table, compensation details, and a plan assignment table. The 'End Date' in the plan assignment table is highlighted with a red circle.

**Totals** 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
5,000.00	5,000.00	USD	Monthly

**Compensation**

Compensation Package: General Compensation Package  
Grade: CC SEIU Local 925 Regular Pay-B4-R047  
Step: Step M Top Auto - 4744 USD  
Company: UW1861 University of Washington

**Plan Assignments** 1 item

Effective Date	Plan Type	Compensation Plan	Assignment	End Date
12/16/2017	Salary	General Salary Plan	5,000.00 USD Monthly	01/31/2018

# Temporary Salary Increases

**Compensation Package**  
General Compensation Package

**Grade**  
CC SEIU Local 925 Regular Pay-B4-R055

**Grade Profile**  
(empty)

**Step**  
Step M Top Auto - 5782 USD

**Progression Start Date**  
08/01/2017

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**Salary**

**Assignment Details**  
5,782.00 USD Monthly

**Plan Name**  
General Salary Plan

**Effective Date**  
08/01/2017

**Unit Salary**

**Salary**

**Assignment Details**  
5,782.00 USD Monthly

**Plan Name**  
General Salary Plan

**Effective Date**  
08/01/2017

**Compensation Plan**  
X Temporary Salary Increase Plan

**Total Base Pay**  
4,299.00 - 6,074.00 USD Monthly

**Apply FTE%**

**Amount \***  
449.00

**Currency \***  
X USD

**Frequency \***  
X Monthly

**Additional Details**

**Expected End Date**  
MM / DD / YYYY

**Actual End Date**  
03 / 31 / 2018

**Compensation Element**  
BasePay

**Grade**  
CC SEIU Local 925 Regular Pay-B4-R055

**Assignment Details**  
449.00 USD Monthly

- Only enter the amount of the increase
- Actual End Date is required

# Temporary Salary Increases



Ford, Aaron 822

Compensation | Step Progression

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
6,231.00	6,231.00	USD	Monthly

## Compensation

Compensation Package [General Compensation Package](#)  
Grade [CC SEIU Local 925 Regular Pay-B4-R055](#)  
Step [Step M Top Auto - 5782 USD](#)  
Company [UW1861 University of Washington](#)

Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment	End Date
12/01/2017	Salary	<a href="#">Temporary Salary Increase Plan</a>	449.00 USD Monthly	03/31/2018
08/01/2017	Salary	<a href="#">General Salary Plan</a>	5,782.00 USD Monthly	

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# Temporary Salary Increases

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- Temporary Salary Increase
  - For Classified Staff and OT-eligible Professional Staff
  - Minimum increase of two steps (classified staff) or 5% (pro staff)
  - Must be on a step on the pay table
  - Maximum duration of 12 months
  - Use reason code: Additional Salary Plan > Add Temporary Salary Increase Plan
  
- Temporary Pay Increase
  - For OT-exempt Professional Staff
  - Minimum 5% increase
  - Maximum duration of 12 months, can be extended
  - Use reason code: Allowance Change > Add Temporary Pay Increase

**Never adjust the base salary for a temporary increase**

# Converting Academic employees to Unpaid status

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- Used for courtesy titles only: Affiliate Faculty, salaried Clinical Faculty, Emeritus
- Can't just reduce FTE% to 0
  - Salaried positions with compensation and zero FTE generate payroll errors
- Must be processed as a Job Change
  - Lateral Move: Convert from Paid Status to Unpaid Academic
  - Allows you to reduce FTE% AND remove the compensation plan



- Must use Unpaid Academic job profile
- Can adjust business title to reflect actual title
- Adjust scheduled weekly hours to 0
- Effective date must be the first day of a pay period (1<sup>st</sup> or 16<sup>th</sup>)
- Pay rate type will show as N/A


Job Guide Me

**Job Profile**

Job Profile \*  
Unpaid Academic 


Job Title  
Professor Emeritus

**Business Title**

Business Title  
Professor Emeritus 

**Location** Guide Me

**Location Details**

Location \*  
Seattle Campus 

Scheduled Weekly Hours  
0

Work Shift  
First Shift (United States of America)



# Named Support Contact Meeting

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Kanani Donaldson

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# NSC Network

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- Bi-Monthly meetings starting in February
  - Invites and additional information to follow
- Informational and timely updates
  - Upcoming releases, refreshers, changes to policy and procedure
  - Train the trainer style including business process demonstrations
  - Designed for those doing transactional work - 'power users'
- Networking opportunities with counterparts across campus
  - Opportunities to learn from other departments
- Consider your NSCs
  - The Admin Forum is your space for information
  - NSC meeting will often cover similar topics from a more transactional perspective
  - Does your department need to reconsider who you have chosen to be an NSC? (email us by 1/25 if you want to make a change!)



# Benefits Best Practices

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Alana Miller

UNIVERSITY of WASHINGTON

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# Benefits Updates

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- Retirement entries in Workday – enter early
  - Once entered in Workday, we can begin multi-step process before Payroll cutoff
  - May require additional action by employee
  - If incomplete at retirement date, no Retirement reason
  - Retirement reason drives health retiree benefits, release of retirement funds, Retiree Husky Card, VEBA deposit, etc.
- Temp hourly – enter termination in Workday vs. "end job"
  - 90-day enrollment window for DRS ; terminate to avoid default into PERS3 enrollment
  - A lifetime/"irrevocable" election, cannot change if rehired
- New Hires/Newly Eligible – refrain from advising on benefits eligibility
  - Reminder, please refrain from communicating benefits eligibility to newly eligible employees (e.g. hires, job change, etc.)
  - Job classification is only one factor; hours worked, prior UW or Washington State agency employment, etc., drive eligibility determination
  - When wrong eligibility communicated, significant time/resources to "unwind" and offer late enrollments