

July 18, 2024

Good morning HCM Action Initiators,

Thank you all for your patience and diligence in working through this vital system implementation. As you can see from the large "TO" list, you are in good company in the role of Workday HCM Action Initiator. This role is similar to that of the On-Line Contract Submitter most of you had for our legacy PeopleSoft contract process. The difference is the expanded scope to other employment/job related requests/actions which eliminate the need for forms (Notice of Separation, Staff Work Assignment, etc.) and emails to process standard employment life-cycle changes. Additionally, with this expanded scope you will have access to more **employee data, to include Personally Identifiable Information (PII)**, than before. In light of this, confidentiality remains an important factor in the execution of your duties and responsibilities. Of note, please be advised any data requests submitted under the Freedom of Information Act (FOIA) must be submitted to the General Counsel's Office for review, approval, and response. If you have questions regarding data visibility, reporting, disclosure, etc. please feel free to contact the HR Office for guidance.

Workday is configured to maximize efficiency through self-service and automated business processes which move actions through pre-defined approval processes. While most of the business processes mirror what we used before, some have been slightly modified for efficiency or consistency within the five USM institutions sharing this single Workday tenant. Please note there are some processes that remain outside of Workday that will impact the ability to successfully complete a process in Workday. For example, prior to initiating a position/job requisition, the PRF process must have been completed outside of Workday. You would thus be initiating the Workday action with a pre-approved PRF.

Please note an HCM Action Initiator is the only user (outside of the HR Office) who can enter a contract for an employee in their SUP ORG. That being said, HCM Action Initiators in superior SUP ORGs should also have access to your/subordinate SUP ORGs. For example, the HCM Action Initiator's access from the Dean's Office would extend throughout the school and similarly for a VP's Office for a division. And lastly, each HCM Action Initiator will also have a Timekeeper role for their assigned SUP ORG to assist employees and managers with time and absence calendars. This role will not, however, have approval permissions for time submission or time off requests. If you do not have this role already, its coming as we just completed an audit and have requested the role changes.

### **Tidbits**

In addition to data processing and reporting efficiencies, we also configured the majority of **employment letters, contracts, and other notifications** in Workday. This was quite an arduous task given the variety and complexity of some of these documents. The result is a pre-loaded template document that will require you to edit to the specific type of employment action but it should contain all the data approved in the transaction process. While this is a good next step in efficiency, it does not work exactly the same as the legacy DocuSign process as the employee does not have the ability to edit or add information to the contract (example, dual employment section). The employee's Workday task is to accept/acknowledge receipt of the document. Therefore, you will note in the templates some highlighted sections which you will need to complete during the editing process. To do so, you will need to request that information from the employee prior to editing the document.

For **Period Activity Pay (PAP)** or as we know them "stipend payments", please note there are two sets of dates required for a stipend contract. One for the contract start and stop date and a second set of dates for the two payment options, which uses the pay start and stop dates.

- If the stipend payment is to be split in equal payments throughout the contract period, the contract start and stop dates would be the same as the pay start and stop dates.
- If you wish to enter a one-time payment at the end of the contract, you would use the contract end date as the pay start date as well as the pay end date.
- Also, please note the USM Job Code for a Staff stipend payment is N80GAWA, while N80GAW is for hourly pay.

Please note a **termination action** should only be initiated when the employee or student worker is separating from the university as a whole and not because they are ending the fixed term contract with your SUP ORG. The HR Office will monitor fixed term end dates for mass termination actions on a periodic basis as we have been doing in PeopleSoft for quite some time.

### **Updates and Alerts**

It has been reported to the consultants that HCM Action Initiator access to the Job Change process to complete a **contract renewal** is being hampered by security issues which is not allowing users to change the end date, which is how a “renewal” happens in Workday. They are working on this and will get back to us soon with a fix. In the meantime, please do not use the additional job process to renew a contract as that creates additional downstream challenges with primary and secondary jobs.

Also, with regard to contracts, we are still in the process of loading all the **legacy on-line contracts** into Workday. We hope to have this completed in the next two weeks. Please note loading these may cause challenges with other contracts for the same employee being entered at this time. This also means you may not be aware of a secondary contract and hours requirement that may impact the contract you are now working to get entered.

Finally, we have requested security access to the configured business processes to begin the task of **developing process documents** in addition to helpful hints to include as addendums to the Job Aids. While the Job Aids are good for understanding the system task steps, they are not providing enough processes information to navigate all the requirements for SU employment actions.

We welcome your **feedback** to [humanresources@salisbury.edu](mailto:humanresources@salisbury.edu) as we move through the implementation stabilization phase. Additionally, if there is a specific topic you would like included, please also email it to [humanresources@salisbury.edu](mailto:humanresources@salisbury.edu) and we will work those into the next edition.

For information on required **training**, types of training, what’s changing and more visit the official [Workday project website](#).

Thank you,

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