Good evening HCM Action Initiators,

This newsletter is designed to share information and provide assistance for Workday HCM processes, processing timelines, frequently asked questions, tidbits and other information. We are making progress in providing an addition way of sharing information using the SU Workday webpage. Please bookmark this page as a quick reference for HCM process questions.

Training
We have a new presence on the SU Workday webpage in the subheading [HCM Training Resources](#) located on the left-hand menu. On this page you will find the Job Aid Supplements for Student Hire and Adjunct Contract Scenarios. Additionally, the page will include the HCM Update Newsletters from HR (to-date July 18 and July 29) and we hope to add some additional processing timelines and other helpful information soon.

Workday consultants have been holding virtual Open Office Hours from 12:30 pm to 2:00 pm on Tues, Wed, Thurs for the past two weeks. **This training will be extended for the weeks of Sept 2 and Sept 9, with virtual open office hours from 12:30 pm to 2:00 pm twice each week.** Please refer to today's Human Resources Update: Workday Contract Process: Fall Semester Open Office Hours email for details. If you have not already attended, please consider attending as it has been a great learning experience for not only technical guidance but learning about other situations your colleagues are navigating.

Last week, MD Connect sent a Workday Training Now Live email which includes links to Job Aids/Videos, a Terminology Crosswalk Glossary, and Commonly Used Reports. Please take full advantage of this information.

Reporting Options
There are several reports available in Workday to assist with tracking a business processes or gathering employee information. To access these reports, please type the below in the search box:
- RPT000 – Report Library
- RPT077 – HCM Onboarding Status Summary
- Business Process Transactions Awaiting Action
- Business Process Transactions Awaiting Action for X days
- Business Process Transactions of Type – Awaiting Action
- Business Process Transaction in date range (this one you ca select a particular status like complete/success)
- RPT169 – HCM Employee Roster

Process Updates
For Fixed Term Temporary (CIs) in addition to uploading the signed offer letter, please also **upload the approved PRF** to verify the hire has been approved. Note: if this is an evergreen hire, please identify as such in the comment section.

When gathering all the information needed to begin entry, please be sure to ask the employee about any **Dual Employment** as well as the **pay frequency** (bi-weekly or end of contract), if stipend payment.

Please ask new hires to **visit the HR Office after they have completed the I-9 Section 1 task** in Workday. Unfortunately, if they arrive before completing this step they will most likely need to return again at a later date.

Manager security roles are not sufficient to complete many of the employment business processes the HCM Action Initiator has the ability to complete. The HCM Action Initiator role is designed to be the initiator of all employment actions.

When entering **GA, RA, or TA contracts**, please ensure to enter either 20 hours or 10 hours in the FTE/Weekly Work Hours data field. I understand there may have been some confusion about this during the open office

hours. For **Adjuncts**, the default is 20 hours however, if you know the actual work hours it would be best to enter it here as well as on the PAP. **The calculation is 1 credit hour = 3.34 work hours and 1 contact hour = 1 work hour.**

Change Job

- Crosswalk – Contract renewal = Job Change (and PAP if stipend)
- The current configuration contains one step for entering the contract terms such as start and end date, job title, and compensation type. If the compensation type is not stipend, the compensation can be entered and the document will be generated. If it is a stipend payment, a document will still be generated but it will not contain any of the payment information.

  In the case of a stipend payment, a second step is launched during which the PAP would be entered. Upon completion of this entry a document will be generated which will contain the contract terms and stipend payment information. We understand this is not ideal in that we are generating two documents for the same action, however at this time we do not have an option. A ticket has been submitted to MD Connect to review and find a more efficient solution.

Processing Schedule

PACS is a file transmission which contains the employment information required by the Maryland Central Payroll Bureau (CPB) which must be received and processed by CPB before the Payroll Office can submit the payroll payment file. The below schedule is established based on CPB's PACS file due date schedule. This schedule cannot be altered or delayed. If we miss the filing due date and time, CPB will not accept any changes until the next scheduled file due date.

While the below provides the last day that a **future dated transaction** can be submitted, it is best to process transactions as far in advance as possible. Additionally, it is also important to note if the transaction requires additional documentation outside of Workday (for example, new hire tax forms, I-9s, background check, etc.) the HR PACS approval step will be held until all required actions for the transaction have been submitted and approved.

Contractual:
For transactions effective in the current payroll period **08/28/2024 to 09/10/2024** the PACS (employment data file for CPB) must be transmitted to CPB by noon on **Thursday, 09/05/2024**. Employment actions not included in this transmission file will not be sent until the next payroll period.

For the next few payroll periods, to ensure timely processing of transactions effective:
- **09/11/2024 to 09/24/2024**, must be at the HR PACS approval step by **Thursday, 09/05/2024**.
- **09/25/2024 to 10/08/2024**, must be at the HR PACS approval step by **Thursday, 09/19/2024**.
- **10/09/2024 to 10/22/2024**, must be at the HR PACS approval step by **Wednesday, 10/02/2024**. PACS file due early.
- **10/23/2024 to 11/05/2024**, must be at the HR PACS approval step by **Thursday, 10/17/2024**.

Regular:
For transactions effective in the current payroll period **08/21/2024 to 09/03/2024** the PACS (employment data file for CPB) must have been transmitted to CPB by noon on **Wednesday, 08/28/2024** (PACS file due early). Employment actions not included in this transmission file will not be sent until the next payroll period.

For the next few payroll periods, to ensure timely processing of transactions effective:
- **09/04/2024 to 09/17/2024**, must be at the HR PACS approval step by **Thursday, 08/29/2024**.
- **09/18/2024 to 10/01/2024**, must be at the HR PACS approval step by **Thursday, 09/12/2024.**
- **10/02/2024 to 10/15/2024**, must be at the HR PACS approval step by **Thursday, 09/26/2024.**
- **10/16/2024 to 10/29/2024**, must be at the HR PACS approval step by **Thursday, 10/10/2024.**

Please note, if the transaction is effective **prior to the payroll period** in which the transaction reaches the above HR PACS approval step date, there may be an additional delay in processing. During the payroll (Regular or Contractual) processing week, the Wednesday through the following Monday is a "no changes" period. Given HR and Payroll are sharing the same live data system, the "no changes" period is necessary for the payroll process to run without interruptions, which may cause payroll errors. In these cases, the transaction may be delayed by another entire payroll period cycle.

Tidbits

Crosswalk – PeopleSoft Employee Type to Workday Employee Type

Workday	PeopleSoft Pay Group	Description
Regular	001	Nonexempt PIN
	002	Exempt PIN
	003	Faculty PIN
	009	Admin/Faculty/Librarian PIN
	011	Nonexempt PIN Swiper
	016	UPO
Regular Fixed Term	003	FTNTT PIN
	009	FTNTT12PIN
Non-Regular Fixed Term	004	CII Nonexempt
	015	CII Exempt
	017	FTNTT
Temporary Fixed Term	005	CI Nonexempt
	006	Student
	007	Adjunct
	012	CI Swiper
	014	Student Swiper
Paid Non-empl Fixed Term	005	AmeriCorps
Contingent	018	Affiliate/Non-paid worker

USM Nonexempt Job Codes must be assigned to all Staff Regular/PIN nonexempt positions as approved on the Position Request Form (PRF).
- Typically, CI/Temporary Fixed Term are assigned **N79GAU – General Assistant**. In the event the CI/Temporary Fixed Term position is equivalent to a USM Nonexempt Job Code, then the PRF should indicate such and the appropriate USM classification code (other than N79GAU or N80GAW) would then be used.

USM Nonexempt Pay Structure – effective **July 1, 2024**. All staff assigned a USM Job Code (Other than N79GAU) must be paid the minimum of the assigned pay range. The two-digit number following the "N" identifies which pay range is assigned to that nonexempt job code. Job code N79GAU must be paid at least minimum wage.

Exempt CI/Temporary Fixed Term staff positions are assigned to **N80GAW – General Associate** and must be paid by the hour. The minimum hourly rate is the minimum of the USM Exempt Pay Structure. For July 1, 2024 the hourly amount is $21.55 per hour. If paid by stipend, the compensation must meet the FLSA Fee Based minimum salary. Please review with HR prior to processing to ensure FLSA compliance. The Job Code for Exempt Stipend CI/Temporary Fixed Term positions is **N80GAWA – General Associate (stipend)**.

We welcome your **feedback** to 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 humanresources@salisbury.edu and we will work it 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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