

July 29, 2024

Good evening HCM Action Initiators,

As mentioned in our first update, we are progressing with an email group to share information and provide assistance for Workday HCM processes, processing timelines, frequently asked questions, tidbits and other information. Hopefully, we will soon have a group set-up but for now, we will use the list method. Additionally, we are exploring other ways of sharing information to this group via a webpage as well as a delivery method for "SU HCM" training. More to come...

Updates and Alerts

The Workday implementation consultants were on campus late last week and are here again until Wednesday. During this time, we reviewed some of our challenges and opportunities to address process concerns, to include process supplements for the project delivered Job Aids. We are well on our way with a Student contract document and will be working on an Adjunct contract process supplemental document today. Additionally, if you did not see the email, please be advised the IT Office sent out an email regarding on-campus, in person HCM training and working sessions in Perdue Hall, IT Lab (PH141), Tuesday, 7/30 from 2 pm to 5 pm and Wednesday, 7/31 from 10 am to 2 pm. Email is attached for reference.

Please proceed with contract renewal activities by using Change Job and editing the contract end date to extend the end date to reflect the renewal end date. Please only use Add Additional Job if the current contract date extends past the renewal start date. As contract end and start dates cannot overlap, an Add Additional Job would be necessary.

The HR Office is pleased to announce the primary load of the PeopleSoft On-line contract future dated employment contract information has been accomplished. That being said, there are several employees whose contract information did not load and will have to be manually entered or updated. This happens when the employee has another action pending completion in Workday at the time of the data file load attempt. Please know we will continue to enter these updates manually until all is complete and ask that you not re-enter in Workday any contracts initially entered and approved in PeopleSoft, as it may result in duplicate records. There is one exception, however, for Resident Area and Graduate contracts split between the fall and spring semesters, please be advised we could only load the fall semester contracts. Therefore, we ask that you verify the fall contract in Workday and then go in and initiate the spring contract.

Tidbits

HCM Action Initiator Multiple Notifications:

Referencing the explanation in the initial update email, the security role for HCM Action Initiator is a cascading role. The result of this is that each HCM Action Initiator, whether it be the initiator or another HCM Action Initiator in a superior SUP ORG, all receive the same Workday task message for a specific action. Whomever acts on the task first will then cause the task to disappear from the other person's task box. An example, if the initiator is working on a contract process and a task comes back to generate document, if the HCM Action Initiator in a superior SUP ORG opens the task and acts on it, the initiator will no longer see the task. Please be sure to review your tasks prior to taking action to ensure it is your action to take. If you are unsure, please use the process details tab to review who initiated the task so you can contact them to coordinate the effort. On the positive side, there is almost always someone else who can move a task forward in your absence.

Manager Approvals:

There are several actions in Workday which will send an approval and a notification task to multiple managers. For example, for add additional job, the current manager will receive an email and task which is meant to ensure their awareness that their employee will also be working in another area. This process is replacing the need for a Dual Employment form. Additionally, please note if an employee's SUP ORG is changed after a process has been initiated, the manager assigned at the time of process initiation will continue to receive and be considered the manager of that specific process until it is complete.

Dept ID Field:

When processing a new hire or change job. There is a section in the process called Job Organization Assignment in which are listed “Company”, “Cost Center”, “Costing”, and “Other.” Under Other, you will find “Timeclock Swipers” and “Department ID”. While Timeclock Swipers is only required to be completed for employees who use a timeclock to punch in/out, Department ID is required for all employees. The Department ID is related to financial and payroll processes and can be determined by adding “PS” in front of the USource code. Example, if the USource is US123456 the Department ID is PSUS123456.

Offer Letter Upload Requirement:

In Workday, the contract is issued during the last step of the Direct Hire process. However, before that occurs the background check must be completed. By law, an employer cannot send an employee for a background check without consent (in our case, an accepted offer of employment). Therefore, the first step in the Direct Hire process is to upload an offer letter (generated outside of Workday using the templates on the HR website) which has been signed as accepted by the employee. This requirement ensures SU’s legal compliance. This is additionally important as the Workday process places the new hire on the Central Payroll Bureau employee data file to be paid before the last step of the process when the contract is issued and the employee accepts the contract.

Primary and Secondary Job Nuances:

- If they have both a stipend and a timesheet job, the timesheet job has to be PRIMARY because the primary job dictates the type of time entry required.
- If they have both a swiper and non-swiper job, the non-swiper job has to be PRIMARY because the primary job dictates whether the meal break is automatic or not. NOTE: ONLY swipers have an automatic meal break if working >6hrs. This is not to say that non-swipers do not get a meal break, it is just not configured to require it be entered at a specific interval.

Part-time Salaries:

Workday automatically calculates salary based on the full-time equivalency (FTE). For example, if it is a 50% position (.5 FTE) to be paid \$40,000 then you would need to enter \$80,000. The system will automatically apply the .5 FTE thus paying \$40,000. If you enter a .5 FTE as \$40,000, then it will calculate pay as \$20,000.

Dictionary Crosswalk:	PeopleSoft/Legacy:	Workday:
Conversion	when employee changes from CII to PIN	when data is initially loaded for go-live
Stipend	payment without timesheet paid for specific period of time	Period Activity Pay that can be paid bi-weekly or once at end of contract
One Time Payment	Bonus or award	Bonus or award
Contingent/Contractual	Affiliate/Volunteer	Contingent Non-paid, non-employee
Contingent/Contractual	CI, CII, Student, Adjunct	Fixed Term Temporary
Contingent/Contractual	CII and NTT (non-PIN)	Non-Regular Fixed Term
Contingent/Contractual	NTT (PIN)	Regular Fixed Term

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 it to 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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