

APRIL 2026 WORKDAY HCM CoP MEETING

AGENDA

- > Spring Quarter Graduate Student/ASE Reminders – Helene Obradovich (Graduate School)
- > What to Know About the New “Paid Faculty Parental Leave” – Erin Rice (Campus HR Operations and Services)
- > Update to Summer Faculty FTE Change Process – Chris Pierce (HCM Operations)



GRADUATE STUDENT ASE WORKDAY UPDATES & REMINDERS

Helene Obradovich - Director, Fellowship and
Awards (Graduate School)

UNIVERSITY *of* WASHINGTON



ELIGIBILITY - GENERAL GUIDELINES

- > Graduate students must be matriculated in their graduate program;
new students matriculating in fall cannot hold these positions
 - If you really must employ them, temp staff is the best route
- > Enrollment is required for salaried/FTE-based graduate student jobs and fellow/trainee positions
 - minimum of only 2 credits in summer; individual students may need more
- > This can be in A or B term or the entire summer term
 - Summer quarter is the same for academic purposes, no matter the time period
- > Enrollment not required for hourly positions
 - Students must be matriculated as noted above and cannot have already received their degree



GRAD STUDENT HOURLY JOB PROFILES (1 OF 3)

2026 SUMMER ONLY hourly job profiles (versions of the salaried job profiles)

- > Graduate Student Teaching Assistant (NE H UAW ASE)
- > Graduate Student Academic Assistant (NE H UAW ASE)
- > Graduate Predoctoral Instructor (NE H UAW ASE)
- > Graduate Student Research Assistant (NE H UAW ASE) –already exists



GRAD STUDENT HOURLY JOB PROFILES (2 OF 3)

Only for students who will not enroll at all during all portions of Summer 2026

- > May only be used in the 6/16-9/15 time period!!
- > Cannot be mixed with salaried graduate student positions at other points of summer
- > Specific set hourly salary rates (derived from salaried rates)
 - These are the rates you must use; you cannot randomly assign your own rates
- > Hourly rates adjust July 1, and you will have to do the adjustments manually in WD
- > Retrospective GAIP coverage eligibility
 - See GAIP website for details



GRAD STUDENT HOURLY JOB PROFILES (3 OF 3)

Some students need or are required to enroll in summer!

- > You may not limit student registration in summer
- > Students receiving financial aid, those who are graduating in summer, those who wish to take a class they can't take during the regular year, etc. all need to register at some point in summer
- > In these cases, they need to be in the salaried/FTE-based job profile to get the appropriate benefits



SUMMER QUARTER TEACHING PARAMETERS

- > FTE (for salaried positions) and duration for all graduate student teaching positions in summer should be aligned with the academic year
 - if the position with a particular course would normally be 50% over three months in an academic year, it should be at 50% for the full term (two months) or 100% for a one month A or B term
- > FTE for graduate student TAs and Predoc Instructors in summer does not follow the standard calculation for faculty



SUMMER QUARTER TEACHING SUPPLEMENT

- > TAs and Predoc Instructors get a supplement of 20% to recognize the shorter quarter duration
- > Entered in the allowance portion of the Compensation process – choose Teaching Assistant Summer Quarter Premium
 - 20% is calculated automatically on the base salary
 - Make sure end date of allowance aligns with job end date



GAIP – AUTOMATIC SUMMER COVERAGE

- > Any student who had university-paid GAIP coverage for all three quarters of the academic year (autumn 2025, winter 2026 and spring 2026) will have automatic coverage in summer
 - Does not apply if the student self-paid in any of those quarters
- > They do not need to have an eligible job, they don't have to be enrolled, they can even be graduated!
- > Coverage extends through 9/30/2026 automatically



GAIP - EARLY ENTRY DEADLINE FOR SUMMER

- > June 15 HCM deadline applies
- > Why earlier?
 - Dependents are billed differently in summer, and the insurance company (Lifewise) needs to have information by June 30
- > UW Benefits Office – uwgaip@uw.edu – handles questions about eligibility
- > Lifewise, the insurer, gets information on eligible enrollees from the Benefits Office.
 - CAN NOT answer questions about why someone hasn't been enrolled yet
 - CAN answer questions from enrollees on coverage, etc.



ASE SALARY INCREASES

- > 10% increase for general/base RA/TA/SA/Predoc Instructor rates
- > Will survey variable rate units shortly for unit-determined increases (minimum of 2%)
- > Graduate School works with EWH/HCM group to process automatic increases in Workday
- > There is usually manual work involved for departments
- > Information will be cascaded down through college/school/VP unit administrators starting in late April/May



TUITION COVERAGE

- > Summer quarter always brings challenges
 - Often difficult for graduate students with jobs that begin after 7/1 (e.g., summer quarter B term)
 - SDB cannot “see” future-dated WD jobs in order to verify eligibility
 - Student should always pay their portion due by the due date
- > Tuition coverage placed in SDB 24-48 hours after eligible job is approved at central HCM level



TUITION COVERAGE (1 OF 2)

- > Jobs must be in Workday accurately!
- > If a student is missing their coverage and is properly enrolled and the job is current (e.g. not in the future), please check all aspects of their job:
 - job end date is accurate; compensation end date is accurate; compensation step is accurate; not in an hourly position
- > Costing allocations in Workday drive tuition waiver charges
 - Adjust costing allocations properly to ensure that historical costing remains in place
- > Retro changes or mid-quarter changes are problematic



TUITION COVERAGE (2 OF 2)

- > Problems? Before telling the student to contact Student Fiscal Services (SFS), please:
 - Have them double check that their enrollment meets required minimums
 - Double check that their job is in Workday correctly
 - > Step 1 or Step 3
 - > Both job end date AND comp end date must be minimum two FULL consecutive pay periods



GRAD SCHOOL/ASE Q&A (1 OF 2)

- > How would the summer quarter teaching premium be calculate for those in hourly teaching positions (GRTA or GRPDI)? Would they receive 20% of all their hours entered?
 - They do receive 20% of whatever salary they're getting paid for the hours that they've entered. So, yes, the summer quarter premium is automatically calculated based on hours entered/paid.



GRAD SCHOOL/ASE Q&A (2 OF 2)

- > If a student has a 25% RA (6/16 - 9/15) and 25% TA (B-Term, starting in July), would their tuition coverage still apply in July, once SDB can see the 50% total FTE? Since 6/16 - 6/30 it would only see the 25% RA? Additionally, in this case, would SFS automatically waive the late fee applied to the students tuition if the waiver doesn't apply to their SDB account until July? Or does the unit need to keep a record of those students, and email SFS separately?
 - Yes, when that job in B term becomes active (as of 7/16), and they then show up with a 50% total for at least a full month (two consecutive pay periods), that would trigger the eligibility for the tuition coverage. That is when it would apply and show up on their student account. SFS doesn't automatically waive late fees, they need to receive a request to do so. Best practice is for the relevant employing unit to ask them to do so after that tuition waiver gets applied. Some students really forget that they have a balance, that they have a late fee, but once the tuition coverage hits, SFS is usually very amenable to a request from the department to waive the late payment fee.



FACULTY PAID PARENTAL LEAVE

Erin Rice - Assistant VP, Campus HR Operations
and Services (UWHR)

NEW FACULTY PARENTAL POLICY

Current: Faculty paid sick leave available for leave for medical reasons (childbirth recovery, caring for a recovering partner)

NEW: Use of paid sick leave as Paid Parental Leave to bond with:

- Newborn (including surrogacy)
- Newly adopted child under 18
- Child under 18 with newly appointed legal guardianship

Details of Use:

- Must be taken within 12 months of birth/adoption/guardianship
- Taken as a single continuous block of up to 90 days
- Combined Paid Sick Leave + Paid Parental Leave capped at 90 total calendar days per academic year (July 1 to June 30)



PAID FACULTY PARENTAL IN WORKDAY

- New faculty parental time off
 - Can only be taken in days (same as faculty sick time off)
 - Supplemental benefit for PFML
- Parental Leave Types
 - LOA - Becoming a Parent Leave (FMLA Approved)
 - LOA - General Leave Request - Becoming a Parent
- Sick Leave Types
 - LOA - Qualified Exigency (FMLA Approved)
 - LOA - Family Leave (FMLA Approved)
 - LOA - Intermittent Leave (FMLA Approved)
 - LOA - Personal Health Condition (FMLA Approved)
 - LOA - Self - Workers Comp Leave (FMLA Approved)
 - LOA - FMLA Military Caregiver Leave - (182 days)
 - LOA - General Leave Request - Sick/Injured/Family Member Care



PAID FACULTY PARENTAL Q&A (1 OF 6)

- > Does the new faculty parental time off for bonding with a child require a doctor's note or the FMLA form?
 - For the birth parent, the form will still ask the health care provider for the estimated due date and temporary pregnancy disability period as it does currently, but the birth parent will also be able to indicate the total time off they want (up to 90 days) including bonding, which is not based on medical need. For a non-birth parent, there's no requirement for medical certification – the form asks for the requested leave dates.



PAID FACULTY PARENTAL Q&A (2 OF 6)

- > Can there be a 90 day paid leave in spring and then another 90 day paid leave for parental in fall? Different academic years?
 - Paid Parental Leave may be used once per qualifying event within a 12-month period from the child's birth, adoption, or guardianship appointment. Multiple births or simultaneous placements of multiple children are considered one event. The combined total of Paid Sick Leave and Paid Parental Leave may not exceed 90 calendar days per academic year during the period of July 1 to June 30.



PAID FACULTY PARENTAL Q&A (3 OF 6)

- > Are faculty permitted to "stack" leave? Use FMLA only for recovery from birth (example), followed by Paid Parental Leave, then PFML?
 - When a faculty member is FMLA eligible, Paid Parental Leave and FMLA will run concurrently and the paid parental must be used in one continuous leave. Same as today, a faculty member who uses paid leave following birth can request LWOP to extend their leave and apply for PFML through the State.



PAID FACULTY PARENTAL Q&A (4 OF 6)

- > We have a 9-month faculty member who will become eligible for paid faculty sick leave midway through their leave (and during summer quarter); does this mean they could add it onto their already planned leave? This would result in them taking more than 6 months of leave over 2 academic years (AY 26 and AY 27).
 - The faculty member will be able to use up to 90 days of paid leave for their new child within 12 months of the birth or placement. They cannot take more than 90 paid days for the same event.



PAID FACULTY PARENTAL Q&A (5 OF 6)

- > Can you clarify how the birth parent makes the request for 90 days if their provider only grants them a few weeks of medical leave? Will there be a space on the FMLA form for this?
 - The birth parent will use a new faculty birth parent form and include all of the leave time they would like to take (recovery + bonding). Their health care provider is only asked to give the dates for what Washington State law calls the temporary pregnancy disability period (usually 6 to 8 weeks following birth).



PAID FACULTY PARENTAL Q&A (6 OF 6)

- > Won't this be retroactive to 1/1/26 as long as it passes the faculty senate vote?
 - Yes, the policy goes live July 1, but if a faculty member welcomed a new child all the way back to 1/1/2026, they will be able to use up to 90 days of paid leave (minus any paid leave they already used).
- > To be clear, a non-birth parent may use 90 days of paid leave?
 - A non-birth parent can use up to 90 days of paid leave for their newborn or baby born by surrogacy, their newly adopted child under the age of 18, or a child under the age of 18 for whom legal guardianship has been newly appointed.



UPDATE TO SUMMER FACULTY FTE CHANGE PROCESS

Chris Pierce - Director, HCM Operations (UWHR)

WHAT YOU NEED TO KNOW

- > Faculty with a 9-month service period are not expected to work during the summer months, but may with unit approval
- > In collaboration with APF and UWHR it was determined that 9 month faculty who work over summer need supporting documentation
- > This is effective Summer 2026



WHEN USING SUMMER FACULTY FTE CHANGE REASON

- > Units must issue an offer/assignment letter and faculty must acknowledge receipt and agree to the terms
- > The document must be uploaded to maintain worker documents when submitting the Summer FTE Change business process



ADDITIONAL INFORMATION

- > Does not apply to 12 month or quarterly appointed faculty
- > For more information, see [Summer Quarter Compensation](#) webpage
- > If you have any questions, please reach out to your HCM Service Partner



SUMMER FACULTY FTE Q&A (1 OF 18)

- > Why are we required to submit additional documentation for summer FTE? Just curious why there are additional documentation requirements now.
 - For 9-month faculty, the standing policy has always been an acknowledgement by the faculty member is forfeiting their summer time off/vacation by working. That is their leave time and they are forfeiting that time off to teach/work. They don't accrue leave so the need to acknowledge that they are willing to take that time off is important for them to understand. That it's their choice to work.
 - Communication from that faculty member with concurrence with the CC of the Chair, via email or signed document has been a standing policy. With the transition to UWHR HCM Team on those transactions, it's necessary to enforce that policy so a transaction approval is handled quickly. These are contracted deals and we need to be able to see that everybody's in agreement.
 - We're not worried about funding source in terms of the summer FTE change. Additionally, as 9-month faculty are not typically working over summer, we want to make sure the agreed-upon FTE the employee's going to work is aligning for audit purposes, just like during a summer quarter or a fall quarter, as an example.



SUMMER FACULTY FTE Q&A (2 OF 18)

- > Why would this be considered an “offer letter” for 9 month tenured faculty with ongoing appointments? The majority of our voting faculty work during summer quarter. What issue is trying to be solved by this process? It represents a very big lift for staff. most voting faculty work over summer. Teaching, research and program work does not stop over the summer.
 - Summer is separate and distinct from the 9 month appointment that’s why it’s considered an offer letter. Your faculty have the right to take leave over those 3 months in the summer. That is their time to take leave, so we need to understand that they're agreeing to not take leave for whatever portion that is, whether that's 20% or 50% or 100%. We acknowledge that people are on grants. We just need to know that everybody's in agreement and on the same page.
 - This is not a new policy – this is a long standing policy for contracted work that is now being enforced in the hopes that transaction approval will be clearer and quicker. We realize it may be a lift for some, but agreements, whether in email or formal offer letter, should be happening every time work is contracted. With the transition to the UWHR HCM team, it’s necessary to have documentation that mirrors it and which faculty have agreed to. It might be new to your internal process, but it is not new to how things should have been documented all along. It may not have been a practice, but it's a policy. For the HCM Ops team to be able to process the hundreds of transactions submitted in the time needed, which is every schools desire, it’s necessary for them to see it’s been contracted correctly with the faculty member.



SUMMER FACULTY FTE Q&A (3 OF 18)

- > What is the documentation?
 - The documentation is a letter or email exchange from the unit to the faculty member with agreeing/acknowledgement back from the faculty member, including a statement or reference to the forfeiture of summer leave, rate of pay and dates of work. Again, the documentation is similar to an offer letter, or similar to a reappointment letter, maybe for a part-time lecture temp.
 - An email is sufficient, make sure you copy chair/dean and have employee concurrence.



SUMMER FACULTY FTE Q&A (4 OF 18)

- > What specificity is needed about the work they are performing. Is it sufficient to say “Work as assistant dean” and then the FTE & date details? (Assuming the duties of the administrative appointment is covered in that appointment letter already uploaded in Workday.)
 - The specific duties aren't necessary. You can simply say “research” or “going to continue to research,” teaching class xxxx, etc.
- > So the type of work and funding source is irrelevant (teaching, research, etc) for the purposes of this acknowledgment?
 - Correct.



SUMMER FACULTY FTE Q&A (5 OF 18)

- > It sounds like UWHR needs clear agreement of a waiver of leave for 9-month faculty working in summer, but the actual details of costing allocations and pay periods is not a critical component for backup?
 - Correct, please refer to the [Summer Compensation Webpage](#).
- > I'm understanding this all or nothing: any FTE over summer needs acknowledgment, not necessarily detailing if it is .10 or 1.0?
 - You should be calling out the specific FTE that they will be working over the summertime, whether it's .10 or 1.0. You can create one document that has all changes that will happen over the summer or you can have multiple agreement documents – we suggest one that has all of them.



SUMMER FACULTY FTE Q&A (6 OF 18)

- > Can the offer letter be through an email? Can we use the Chair's "Yes" email as documentation?
 - The documentation must include: acknowledgement from the faculty member, include the Chair/Dean's email or signature, FTE and start and end dates. It can be an email thread, it just needs to include all the required information.
- > If there are FTE changes and comp happening for department Chairs, should we CC or receive approval from the next upper admin (in our school's case that would be the Dean)?
 - Yes, the Dean should be CC'd on it, similar as the Chair would for others.



SUMMER FACULTY FTE Q&A (7 OF 18)

- > Is a blanket approval from the chair sufficient (e.g. "I approve any PIs requesting salaries from their own grants.") so we don't have to ping the chair for each instance when they've already given a blanket approval for the entire faculty?
 - No, blanket approval is not okay. That doesn't mean that the Chair has to say yes on every email. The chair needs to be CC'd on every email. We would assume that if the Chair is being CC'd on the email and on the communication, that that's sufficient. Just let your Chairs know, and that they don't need to be concerned about responding directly to the emails. As long as they're CC'd, they have received acknowledgement along with the faculty member that the work is being okayed.



SUMMER FACULTY FTE Q&A (8 OF 18)

- > Can we provide a spreadsheet that shows all of the summer salary FTE changes for all of the summer salary pay periods? Some units have several FTE changes for each faculty throughout the summer months and having a memo/email for each can be challenging.
 - Spreadsheets aren't ideal as they don't show concurrence from the faculty member and we really need to see communication from the faculty member that they're in agreement. Additionally, spreadsheet dates often overlap and don't align with what is put into Workday.



SUMMER FACULTY FTE Q&A (9 OF 18)

- > Can a faculty email supplying the information about how they want to be funded be OK? Do we need an approval from the Chair?
 - Yes that would be considered the faculty acknowledgement. You don't need approval from the chair as long as they are cc'd on the correspondence somewhere. You should have communicated in some fashion that they forfeit summer time-off for whatever period they are teaching.



SUMMER FACULTY FTE Q&A (10 OF 18)

- > So the documentation should be from the faculty member to the chair/director? and/or Administrator?
 - Yes, an agreement between the two is the key thing, that the Dean/Chair and faculty agree on what the department is going to fund over the summertime.
- > So if it is an offer letter, that implies that the letter is from the department to the faculty. But you just said that the documentation needs to be from the faculty to the department. I am confused - this seems to be contradictory.
 - The main thing is we need to see agreement between both the unit and the employee – that both say, yes, we're good with working over the summertime with x FTE. The communication can go either way first from faculty to department and department agrees or from the department to the faculty member and the faculty member agrees. We need to see acknowledgement from both sides.



SUMMER FACULTY FTE Q&A (11 OF 18)

- > If faculty are paying themselves still, do they need the letter or some other documents?
 - Just a letter or email acknowledging something like “my FTE from 6/16 to 7/15 is going to be 50%,” as an example.
- > Does the documentation apply to 9-month faculty who have chosen to take salary from their own grant?
 - Yes, if they're going to be working over summertime when they're not expected to, you should have the supporting documentation to support that the employee is wanting to work, what FTE and dates they will be working.



SUMMER FACULTY FTE Q&A (12 OF 18)

- > If the faculty member will be paid by another department, does the documentation need to be approved by the faculty member and their Chair or Dean?
 - The employing department needs to have the offer/email with work dates and pay and acknowledgement. You do not need acknowledgement from the other depts if they hold a secondary or dual appointment. During the regular 9 month contract it would be very important to communicate for additional work but again summer is a separate and distinct (normally uncontracted) period of time and does not need concurrence from the other department.



SUMMER FACULTY FTE Q&A (13 OF 18)

- > Would new offer letters be needed if things change with the FTE or when it will be paid out?
 - If you're changing the FTE from the previous agreement, yes, you'd want to update documentation. Again an email will suffice.
- > Would you need a separate offer letter for each pay period that the faculty will be in paid status? Say if they have more than one funding source?
 - If anything is changing in Workday, like FTE, you need a document that outlines the change and the approval of the employee and Chair/Dean. That could be one document, or that could be multiple if you don't know ahead of time or if it's just easier on your end that you have separate documents. Again an email will suffice.



SUMMER FACULTY FTE Q&A (14 OF 18)

- > We often have faculty that work June 16-July 15 and then hiatus for 7/16-8/15 and back on from 8/16-9/15. Would we need more than one letter or just outline for the Summer what they are doing?
 - Again, one letter... one letter is perfectly fine with all the details. If you would like to do one at a time, that's perfectly fine, too, but one letter with all the information is perfect.
- > Could we have one letter from a faculty member stating they will be working during the summer months, at varying (or set) FTE's, from their own salary sources, and they acknowledge they are forfeiting time off during the pay periods they are working?
 - Yes, that would be information that we'd expect to typically see. The FTE, again, will need to align with Workday. What wouldn't be acceptable is "I'm going to have varying FT throughout summer" with no specific FTE stated.



SUMMER FACULTY FTE Q&A (15 OF 18)

- > Could departments develop a form letter for our faculty to fill out and send to our departmental staff and copy chair/director so they don't forget any of the language?
 - Yes, you could. Again, email is probably the easiest way, especially over summer. If you have a form letter that you want to create, absolutely.
- > If faculty are receiving compensation from various sources throughout summer, can an email with the summary of said compensation and FTE changes with their acceptance/acknowledgement work as documentation?
 - Yes, assuming, again, it's coming from the correct people from the unit and with the employees' concurrence.



SUMMER FACULTY FTE Q&A (16 OF 18)

- > Do original offer letters with summer pay arrangements built-in work or do we need new acknowledgements each summer?
 - You will need it for the current summertime. If you've built it into their offer letter, and it's clearly separate, that one letter will be fine. I would recommend, if it was done back in September, you make a comment letting us know to check the actual hire document, if it's still in Workday.
- > Do we still need to submit a full summer work FTE form for those working through 9/15 if we already did an offer letter?
 - If you included the summer work in your offer letter, you wouldn't need to do another one just to reiterate that. Again, I would recommend, in the comments of your summer FT change state, you state that the details were provided in the offer letter.



SUMMER FACULTY FTE Q&A (17 OF 18)

- > We have faculty who change their mind about how much they want to work. Will we need a whole new letter if we extend the time they're working? Faculty fluctuate between paid and hiatus through summer quarter.
 - You need a new agreement if you're changing FTE from what was originally agreed upon.
 - If you've been communicating with the faculty member via email or some other source, you can always use that source if they're saying, "My grant has come in, I want to change the FTE," that email can be your source. That's fine. It's a written agreement.



SUMMER FACULTY FTE Q&A (18 OF 18)

- > Re: Summer FTE: Will any standardized template language that meets minimum requirements be posted online?
 - We do not have a template at this time.
- > For partial summer hiatus faculty are taking, does this need to be reflected in the documentation along with the FTE changes?
 - No, you don't have to call out the summer hiatus dates.
- > How early can we submit fall reappointment for part time faculty to put them in full summer hiatus?
 - For Summer Hiatus deadlines, visit the Summer Hiatus for Academic Personnel page.
 - You can submit fall reappointments now if you have all the information and are ready to commit for Fall Quarter.



THANK YOU!

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