

AUGUST 2025 WORKDAY HCM CoP MEETING

AGENDA

- > Coming Soon: New “Absence Experience” in Workday – Marisa Gaudins (UWHR, Policy & Workforce Strategy)
- > Autumn Quarter Graduate Student/ASE Reminders – Helene Obradovich (Graduate School)
- > What’s Changing with Workday Recruiting – Kathleen Farrell (UWHR, Total Talent Management)



NEW ABSENCE CALENDAR EXPERIENCE

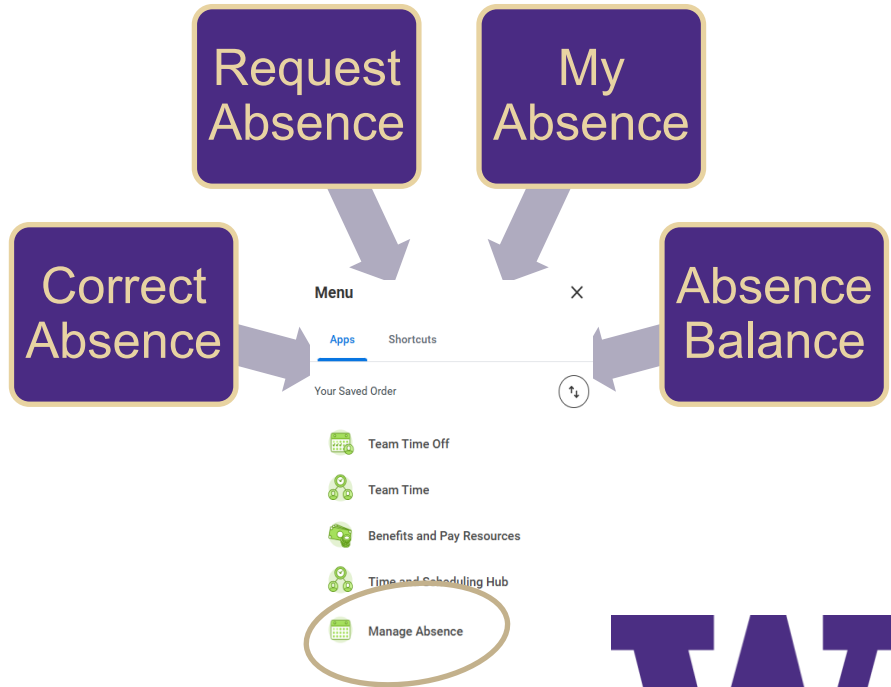
MARISA GRAUDINS

UNIVERSITY *of* WASHINGTON



WHAT'S CHANGING?

On **September 11, 2025**, a new **Manage Absence** worklet consolidates all actions previously housed in the "Absence" worklet into one location.



BALANCES ON THE RIGHT

Time off balances now appear on the right side of the screen, providing better visibility and alignment with request flow.

Today < > August 2025 Switch Worker Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Aug 1	2
3	4	5	6	7	8	9

View Your Requests and Balances per Plan as of date

Balances Requests

Balances as of

08/11/2025



Compensatory Time Off Plan (hours) (PN-0032316 HUMAN RESOURCE CONSULTANT ASSISTANT 2, UW Medicine HR - HMC Office Admin)

0 Hours



EASY VIEW OF REQUESTED TIME OFF

View Your Requests and Balances per Plan as of date

Balances Requests

These are your requests from the past 6 months
and for the next 12 months.

February

Fri, Feb 14, 2025
Vacation Time Off



Total 8 Hours
Approved

Mon, Feb 17, 2025
Holiday Taken Time Off (hours)



Total 8 Hours
Approved

March

Fri, Mar 21, 2025
Vacation Time Off

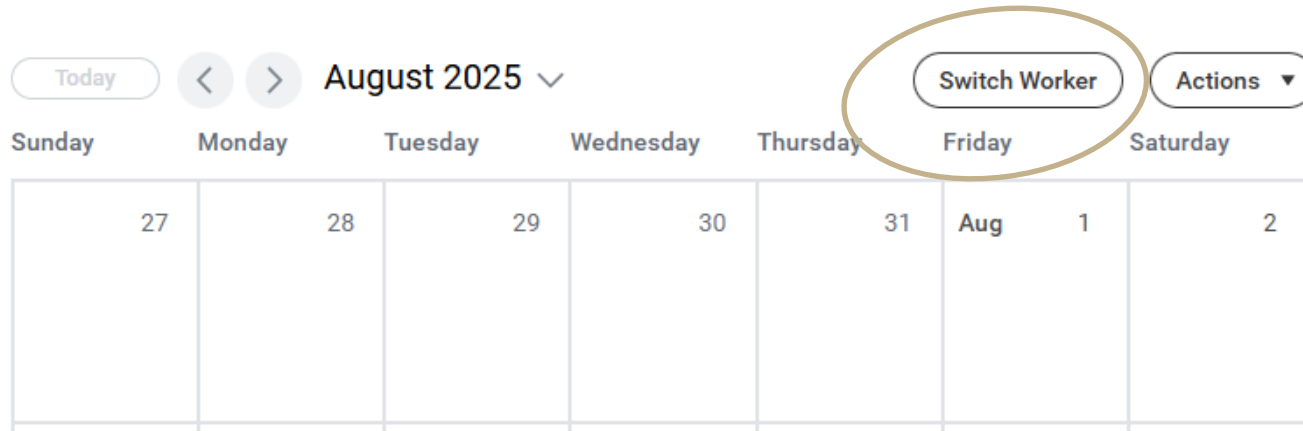


Quickly see all time off and leave requests from the past 6 months through the next 12 months (and statuses) on the right-hand side.



SWITCH WORKER

For Time & Absence Initiates that spend a lot of time in multiple absence calendars, easily switch from one worker's calendar to another's using the "Switch Worker" button.



The screenshot shows a calendar interface for August 2025. At the top, there is a navigation bar with a 'Today' button, left and right arrow buttons, the text 'August 2025' with a dropdown arrow, a 'Switch Worker' button (circled in orange), and an 'Actions' button with a dropdown arrow. Below the navigation bar, the days of the week are listed: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The calendar grid shows dates 27 through 2. The date 'Aug 1' is highlighted in the Friday column.

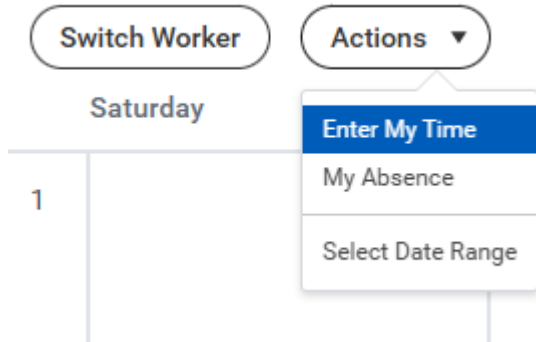
Today < > August 2025 Switch Worker Actions ▾						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Aug 1	2



ACTIONS

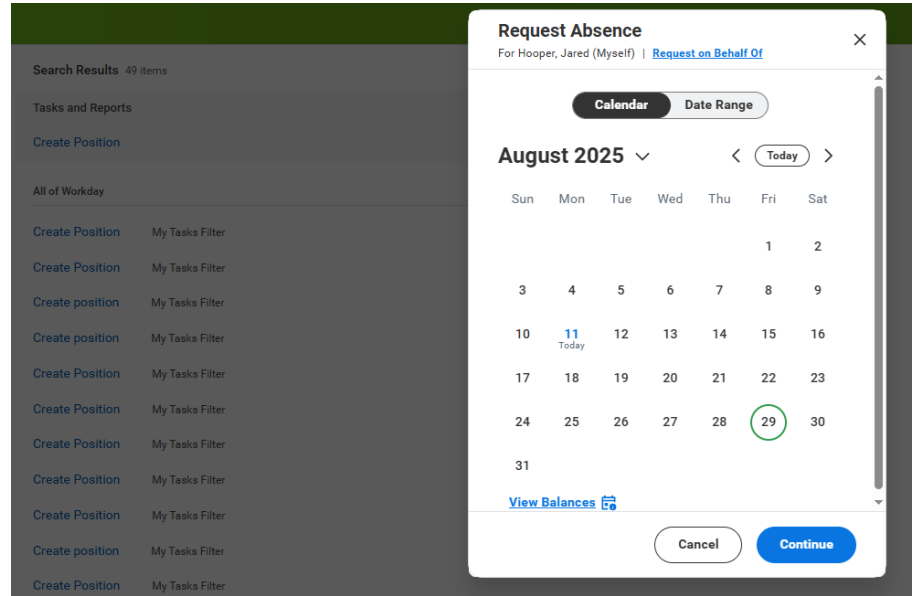
Enter My Time: Timesheet users can easily navigate directly from the Absence calendar to Timesheet.

My Absence: Users can access all previously submitted absence requests in table format.



REQUEST ABSENCE POP-UP (1 OF 2)

- > Use “Request Absence” to enable the calendar pop-up which allows you to request time off *without leaving your spot in Workday.*
- > **Request Absence** can also be added as a Menu app.



REQUEST ABSENCE POP-UP (2 OF 2)

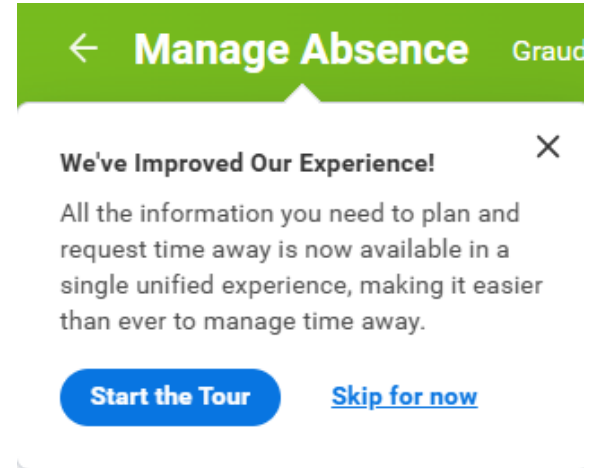
- > The Request Absence pop-up replaces time entry **time off**. Time offs can no longer be entered directly in the timesheet.
- > From Actions, select **Request Absence** to easily enter a time off while completing your timesheet.

The screenshot displays a timesheet interface for the week of August 11-17, 2025. The interface includes a header with navigation arrows, the date range, and tabs for 'Week', 'Period Calendar', and 'Actions'. Below the header, the timesheet grid shows days of the week with their respective dates and 'Hours: 0'. A 'Pay date' box on the left indicates '07/16/2025 - 07/31/2025'. A 'Time Period End' box indicates '08/01/2025 - 08/15/2025'. The 'Actions' dropdown menu is open, showing options: 'Auto-fill from Prior Week', 'Clear', 'Enter Time by Week', 'Manage Absence', 'Quick Add', 'Request Absence', 'Review Time by Week', 'Run Calculations', and 'Time Requests'. The 'Request Absence' option is highlighted with a yellow circle. A large purple 'W' is visible in the bottom right corner of the image.

Mon, 8/11	Tue, 8/12	Wed, 8/13	Thu, 8/14	Fri, 8/15	Sat, 8/16	Sun, 8/17
Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0
Pay date 07/16/2025 - 07/31/2025				Time Period End 08/01/2025 - 08/15/2025		

WHAT YOU NEED TO DO

- > Check back soon for a **Manage Absence quick guide**.
- > Use the **calendar to request time off** instead of the timesheet.
- > At go-live, encourage users to take the **Manage Absence Tour** that highlights features of the new experience.



MANAGE ABSENCE Q&A (1 OF 1)

- > Will the new app be live on 9/11?
 - Yes, the plan is to have it go live on September 11, exact time still TBD, but definitely by the end of day.



ASE & GRADUATE STUDENT WORKDAY REMINDERS

HELENE OBRADOVICH

UNIVERSITY *of* WASHINGTON



TUITION COVERAGE & GAIP ELIGIBILITY

- > 50% FTE or more in TA/RA/SA/Predoc Instructor for a minimum of five consecutive FULL pay periods between 9/16 – 12/15.
- > Fellow/trainee positions, same duration as above along with minimum monthly stipend amounts.
- > Enrollment is required for salaried graduate student jobs and fellow/trainee positions – minimum of 10 credits.
- > Reminder: Hourly GRSA jobs are *not permitted* during the regular academic year.



TUITION COVERAGE – COSTING

- > Costing allocations in Workday drive tuition coverage charges.
- > Tuition expense posted at the end of the quarter based on a “look back” of costing for that quarter.
- > Can make changes during the quarter, but make sure that the costing for the entirety of the quarter is accurate by the end of the quarter.
- > When job changes are processed, make sure costing allocation for prior quarter is not overridden.



TUITION COVERAGE - DISBURSAL

- > Tuition coverage is applied automatically to student accounts with eligible appointments about 2-3 days after the job and compensation are fully approved centrally by your HCM partner.
- > Problems? Before telling the student to contact Student Fiscal Services (SFS), please:
 - Have them double check their enrollment.
 - Double-check their job is in Workday correctly & fully approved at all levels:
 - > Accurate step in compensation.
 - > Both job end date AND compensation end date must be a minimum of five FULL consecutive pay periods.



GAIP COVERAGE

- > GAIP eligibility is attached to eligible jobs.
- > Enrollment is automatic.
- > Similar parameters on eligibility as tuition.
- > UW Benefits Office handles questions: uwgaip@uw.edu



GAIP – WORKDAY ENTRY DEADLINES (1 OF 2)

- > IF YOU CAN, enter eligible jobs early enough to meet the 9/15 HCM approval deadline.
- > Benefits sends an early initial eligibility file to LifeWise with everything approved by that deadline.
- > LifeWise can then ensure that students are enrolled as early as possible.
 - No break in coverage for continuing students.
 - Enrollment information/materials out as close to October 1 as possible.
- > This cuts down on questions/concerns/issues A LOT!!



GAIP – WORKDAY ENTRY DEADLINES (2 OF 2)

- > Otherwise, eligible job must meet the September 30 HCM entry deadline.
- > This will result in a slight delay in coverage starting, although it will be backdated to October 1.
- > LifeWise, the insurer, gets information on eligible enrollees from the Benefits Office. They cannot answer questions about why someone hasn't been enrolled yet. They *can* answer questions from enrollees on coverage, etc.



ASE CONTRACT LEAVE PROVISIONS

For A 50% FTE Assistantship Lasting 9 Months:

- > University Holidays & 1 Personal Holiday [Article 10]
- > 20 Vacation Hours per quarter [Article 32]
- > 28 Sick Hours (7 4-hour days) [Article 17]
- > FTE drives leave allotment *and* workload expectation.



ASE CONTRACT WORKLOAD EXPECTATIONS

[Article 35]

- > 220 hours $\neq$ 20 hours per week.
 - Workload expectation for other FTEs greater or less than 50% must be derived from this 220 hours.
- > The UAW contract was not designed for tracking time off.
- > Only sick leave and holidays entered/tracked.
- > Vacation time off is not tracked in Workday; it is already considered in the workload expectation.



TRACKING ASE SICK LEAVE IN WORKDAY

- > Sick leave is loaded centrally for salaried graduate student ASEs with academic year (9/16–6/15) or longer jobs.
- > Recommend that jobs be entered for the entire year if the funding has been guaranteed.
- > Additional guidance on the UW HR website: [Time Off Policies for ASEs](#)



ASE LEAVE – GENERAL REMINDERS

- > Important to keep positions active in Workday while ASE is using sick leave or unpaid time off. Do not terminate.
- > Unpaid time off is an option to use once sick leave is exhausted.
- > ASE contract leave (Article 17) continues to be handled by individual employing units/departments. There is no central approval process at this time.



EXTENDED LEAVE FOR ASEs

- > When ASEs need to take extended periods of time off, including unpaid time off (e.g., parental leave).
- > Implications for:
 - Enrollment
 - Tuition
 - Health Insurance [Article 17 GAIP Leave of Absence coverage]
- > PFML: When an ASE is approved for PFML the department is notified and will convert leave appropriately.
- > Fellowships & Awards can help navigate questions, but students need to work with you.



BEST PRACTICES – HIRE/APPOINTMENT DATES

- > Use FULL pay period dates for all salaried ASE appointments.
 - Starting *and* ending a job.
 - Do not appoint based on instructional dates.
 - Article 35 accounts for workload that may extend beyond the last day of an appointment.
- > Pay period dates drive tuition coverage and GAIP eligibility.



BEST PRACTICES – APPOINTMENT ENTRY

- > To the extent possible, enter appointments as early as possible.
- > Early appointment entry also helps confirm GAIP and tuition waiver eligibility and minimizes call volume at the start of each quarter.
- > Entering appointments for a full 9 months and processing lateral moves also helps to avoid gaps in tuition and GAIP coverage.



GRAD STUDENT Q&A (1 OF 8)

- > When will the Continuum College Tuition charges provide details to determine who the charges are for? These charges often post at the beginning of the quarter.
 - We cannot answer this specific question about whether Continuum College (CC) has plans to add such details. They operate a student account (tuition charging/payment) system that is entirely different from and outside of the SDB. What we can tell you is that CC only processes tuition charges to unit worktag resources based on a specific request/authorization from the employing unit. This includes a set of worktags to charge. This is why the expenses post more toward the beginning of the quarter. If questions arise, those people in employing units who are issuing the requests/authorizations should follow up with the person (or email) where the requests/authorizations were sent.



GRAD STUDENT Q&A (2 OF 8)

- > Could you please clarify again the info on the hourly appointments needing to end on 9/15?
 - These hourly titles are only available for use between 6/16-9/15: Graduate Research Student Assistant (GRSA), Graduate Teaching Student Assistant (GTSA), Graduate Student Academic Assistant (GSAA) or Graduate Predoctoral Instructor (GPI).
- > If ASEs don't enter their UW holidays as time off, will they get paid for those hours at the end of their contract?
 - No, they are not eligible for holiday credit cash out. They should record holiday time taken on all relevant holidays. Recommend that all units audit this regularly to avoid any accrual of unused holiday time and any misconceptions about what that could mean.



GRAD STUDENT Q&A (3 OF 8)

- > Were the grad program managers invited to this presentation?
 - Not specifically, but if they hold a Workday HCM security role (like HCM Initiate 2, HR/Academic Partner, Time and Absence Initiate, Costing Allocation Coordinator, etc), they would have received an invite.
- > When will current salaries be posted at <https://facstaff.grad.uw.edu/advising-resources/funding-management/administering-assistantships/ta-ra-salaries/>
 - Still working on this, sorry! If you don't have the drafts I sent out, contact me (Helene Obradovich) personally.



GRAD STUDENT Q&A (4 OF 8)

- > What about the I-9 piece of a new hire. We still have a legal responsibility to verify new hires even on new RA's and TA's. Are we going to excuse them until they arrive on campus?
 - This question was related to a comment about fall quarter ASEs not needing to be physically present on the first day of employment. For brand new employees who need to do I-9 verification, you aren't going to excuse them. They are still required to be able to do an I-9 verification within 3 days of hire. However, this doesn't apply to continuing employees or those who aren't required to reverify an I-9.



GRAD STUDENT Q&A (5 OF 8)

- > Would we be able to see student ID or name associated with tuition payments on worktags? I was under the impression that there was work being done to get that information displayed directly into Workday rather than us going through various side systems.
 - EID is noted in the Line Memo column now for anything related to TA/RA type tuition coverage (ledger 58000). There is work being done on a special student worktag that would include more info (like name, student#), but that's apparently proving more complicated. No ETA on that.



GRAD STUDENT Q&A (6 OF 8)

- > Do we know if there are any plans for vacation to be tracked in Workday eventually? Students have been a bit confused about why this is when I onboard with them and explain their time off options
 - This is likely to happen only through contract negotiations. Those will not happen again until 2027. Remind your students that their workload expectation for the quarter already factors in vacation time off. They still have to discuss time off with a supervisor like everyone else.



GRAD STUDENT Q&A (7 OF 8)

- > What dates do the tuition payments pull the costing allocations?
 - Tuition expense is typically posted to unit resources right around the last pay date of the relevant quarter. For example, that will be around 9/25 for summer quarter, and 12/25 for autumn, and so on. Costing allocations for the full duration of the relevant quarter should be accurate a few days prior to that time (just to be safe). Please be sure that when you process lateral moves/transfers toward the end of any quarter for the following quarter that you do not override the current costing allocations!!



GRAD STUDENT Q&A (8 OF 8)

- > Is there a guide or resource for how an extended unpaid leave would impact GAIP and tuition waiver? That is usually the biggest hurdle we face when helping a student plan a leave. At what point would they lose benefits eligibility and if they lose a tuition waiver, are they then responsible for paying back the tuition balance?
 - No guide, unfortunately, simply because these situations are usually so unique to the student. The Graduate School Fellowships & Awards Office can be your resource in the meantime.



MORE QUESTIONS?

Office of Fellowships & Awards
The Graduate School
gradappt@uw.edu

grad.uw.edu/



WHAT'S CHANGING WITH WORKDAY RECRUITING

KATHLEEN FARRELL

UNIVERSITY *of* WASHINGTON

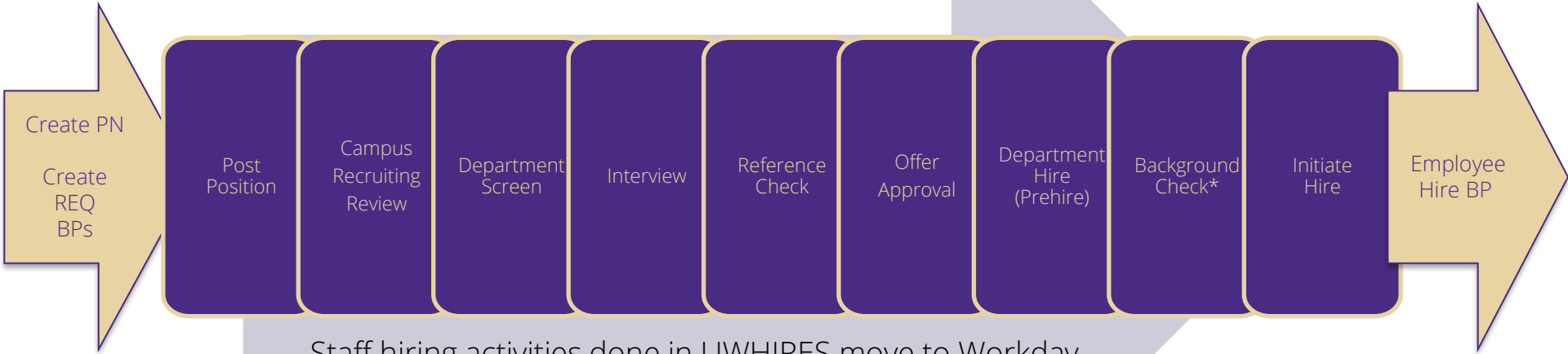


Our plan for today

- Review: Scope of Workday Recruiting Implementation
- What's not changing?
- Change! New/edited job requisition data fields
- Change! Additional job requisition types
- Go-live Preview
 - Campus Recruiting Priorities
 - End-User Support



Scope of Workday Recruiting



Staff hiring activities done in UWHIRES move to Workday

What is staying the same in Workday?

There are no changes to these business processes :

- Create Position
- Hire Employee
- Job Change
- Add Additional Job
- Hire JM_Academic
- Hire JM_Student
- Hire JM_Contingent Worker



Change: Requisition Data Fields

Please watch [WDR Accelerator Session 2](#), starting at minute 13 for a detailed walk through of the edits and additions summarized on the next slide.

Slides and recordings for the complete WDR Accelerator are available on the [Workday Recruiting website](#)



Summary: Requisition Data Field Changes

REQ Field	Purpose
Reason	Indicate whether the recruitment is for a new position or a backfill and if it will be filled competitively or for a direct hire reason.
Recruiting Instructions*	Request that the opening be posted internally only, both internally and externally, or not at all (e.g. direct hire).
Job Posting Title	- Previously this was locked for editing. - Does NOT change the PN Job Title
Job Posting Text*	Populates job posting.
Remote Type*	- Populates job posting. - Does NOT change the PN or inherit to the worker.
Primary Job Posting Location*	Populates job posting.
Additional Job Posting Location	
Pay Transparency Information	Populates job posting.
Background Check Billing Information*	- A required Billing Site will assign background check costs (if required) to the selected department. - Department practice may require Worktags so finance teams can distribute charges.
Direct Hire Details	Reference information for ROP to initiate direct hire process.

* Indicates a new field

Review: Job Requisition Functionality

TODAY

Competitive Recruitments

Direct Hires

**Department candidate-bank
advertising & hires**

**Campus-wide candidate-bank
hires**



Change: Evergreen Job Requisitions



EVERGREEN

- Used to source applicants only
- Offers and hires can't be made from an Evergreen
- Paired with a Job Req for department candidate banks.
- Paired with a Confidential Job Req for campus-wide candidate banks

- Initiated by Recruiters and UTemp (only)
- Are always paired with Standard or Confidential requisitions



New: Job Requisition Functionality

	TODAY	WDR
Competitive Recruitments	✓	✓
Direct Hires	✓	✗
Department candidate-bank hires	✓	✓
Campus-wide candidate-bank hires	✓	✗

Change: Confidential Job Requisitions



EVERGREEN

- Used to source applicants only
- Offers and hires can't be made from an Evergreen
- Paired with a Job Req for department candidate banks.
- Paired with a Confidential Job Req for campus-wide candidate banks

- Initiated by Recruiters and UTemp (only)
- Are always paired with Standard or Confidential requisitions



CONFIDENTIAL

- Direct hires
- UTemp hires
- Campus-wide candidate bank hires
- Search waiver hires

- Initiated by an HCM Initiate 2 or HR Partner
- Creates a Requisition and a Position
- Does not post to job sites
- Recruiters invite candidates to apply



Confidential Requisitions: **Initiates Separately**



Create Confidential Job Requisition

×

Supervisory Organization *

Worker Type *

Employee ▼

OK

Cancel

Confidential Req: Asks for Hire Details



CONFIDENTIAL

Noncompetitive Hire Details

Intended hire's name (Enter First Name Last Name only): *

Intended hire's email address: *

Desired start date: * 

Desired End Date: 

Proposed pay rate (hourly or monthly amount): *

Indicate whether this position is designated as essential

DNU Essential ☐

enter your comment



Recent History

Submit

Cancel

Confidential Req: Create a new Position

- The largest use-case for Confidential Requisitions will be direct hires for nonpermanent, intermittent, and professional staff temporary positions.
- Create Confidential Req “bakes two breads in one oven” by creating the PN and REQ concurrently.
- When using a Confidential Req to backfill a position (e.g. campus wide candidate banks and search firms), your Recruiting Office Partner will hire into the existing PN and close the one created by the Confidential Req BP.

Confidential Req: Approval Chain



Additional Approver 1
Review and Approve BP



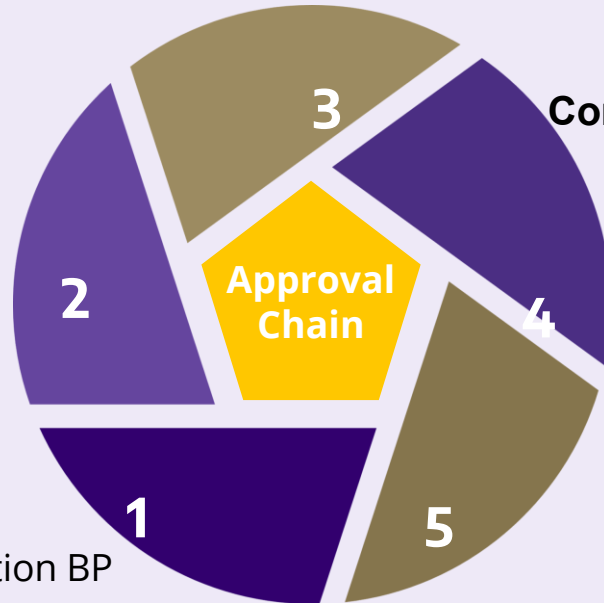
HR Partner

Review and Approve BP



HCM Initiate 2

Initiate Create Requisition BP



**Compensation Office Partner
or ISC Office Partner**

Review and Approve BP



Recruiting Office Partner

Review and Approve BP



- Assign Roles
- Invite Candidate to Apply

Go-Live: Priorities week of August 18

- Support YOU, our hiring partners.
- Submit or correct hires starting 8/12 thru 8/22.
- Finalize hires that were at offer, but not ready for integration, at cutover.
- Post Evergreen requisitions to resume candidate bank sourcing.
- Approving new WD requisitions and posting new positions.
- Posting initial run of ~ 5 campus Job Aids
 - (more to follow 8/25 and 9/8)

Go-Live: WDR User Support Sessions

- Support YOU, our hiring partners.
- Submit or correct hires starting 8/12 thru 8/22.
- Finalize hires that were at offer, but not ready for integration, at cutover.
- Post Evergreen requisitions to resume candidate bank sourcing.
- Approving new WD requisitions and posting new positions.

Go-Live: User Support Sessions

Monday (8/18)

- 2 – 3 pm

Tuesday (8/19) thru Friday August 22

- 9 – 10 am
- 2 – 3 pm

The Teams link will be posted to the HR Community of Practice.

Go-Live: Support for Applicants

Internal Applicants

- UWHR has launched resources for internal applicants that include virtual lunch-and-learns and drop-in office hours from August – October.

External Applicants

- External job applicants will route through HRHelp@uw.edu for assistance.

WORKDAY RECRUITING Q&A (1 OF 1)

- > If we have a direct hire request now, should we wait to create the position until after 8/18?
 - Yes! After 8/18 you will use the Create Confidential Requisition process which will create the new Workday PN and the direct hire Requisition, all in one Business Process.
- > Will confidential reqs be used for intermittent employees (temp but no end date).
 - If you have identified the job finalist, yes! Confidential reqs can be used to fill any noncompetitive job through a direct hire process – including intermittent positions.



THANK YOU!

W