

DECEMBER 2025 WORKDAY HCM CoP MEETING

AGENDA

- > What's New with Security Role Delegations – Chris Pierce (HCM Operations)
- > New Way of Tracking Telework Arrangements – Marisa Graudins (UWHR)
- > Upcoming Changes to Employee Workday Help Website – Marisa Graudins (UWHR)
- > Sneak Peek: New Payroll Website – Ginny Montgomery (UW Payroll)
- > Calendar Year End Reminders – Andrew Cleary (UW Payroll)



WHAT'S NEW WITH SECURITY ROLE DELEGATIONS

Chris Pierce - Director, HCM Operations (UWHR)

HCM RELATED SECURITY ROLE DELEGATIONS

Units will now set up their own security role delegations

- > Delegations allow for someone to review/approve Workday Business Processes (BPs) on behalf of someone else.
 - Does not allow for the initiation of BPs
- > Applies to Academy NOT Medical Centers
- > This became effective 12/1
- > Applies to HCM and Recruiting related security roles
- > Nothing has changed from the finance side
- > Security role than can setup the delegation:
 - Unit Delegation Administrator
 - *Role can be assigned to multiple people*



THINGS TO KNOW

- The Delegation form is no longer available
- Please submit your request to your unit contact who holds the Unit Delegation Administrator Role
 - Check with them for any internal process
- To update who holds the role, please complete the security role request form which can be located on the Employee Workday Help site.
 - Admins Corner and either Request Forms or Security Role sections



THINGS TO CONSIDER

- > Delegations are a short term solution
 - > Typically no longer than 3 months at a time
 - > Generally to cover while someone is out on vacation
 - > Potential exception (Leave of Absence (LOA))
- > For long term permanent solutions, please submit a security role request
 - > Any roles that require training (ie. HR Partner) please make sure the delegate currently hold the role or has completed the training



RESOURCES

- > December 1st Employee Workday Help Monthly Digest
- > Delegations webpage
 - > <https://employeehelp.workday.uw.edu/admin-corner/security-roles/delegations/>
- > Contact your Unit Delegation Administrator
- > Contact your HCM Service Partner
 - > <https://employeehelp.workday.uw.edu/support-resources/how-to-get-workday-help/hcm-service-partners/>



DELEGATION Q&A (1 OF 4)

- > Does this include timesheet approval?
 - Yes. Delegation requests for Time and Absence Approvers who are out is our largest volume of delegation requests.
- > Has there been any discussion for a PI proxy role for long term solution for timesheet approvals as an example?
 - Your permanent timesheet reviewer should be your Time and Absence Approvers.



DELEGATION Q&A (2 OF 4)

- > Is there training for the Unit Delegation Administrator role?
 - There is no formal training, but you can find step-by-step guidance on the [Delegations](#) page. You can also reach out to your current Unit Delegation Administrator or your HCM Service Partner for assistance.
- > Can an HR Partner request to assign the Unit Delegation Administrator role?
 - Yes, HR/Academic Partners can request Unit Delegations Administrator assignments.



DELEGATION Q&A (3 OF 4)

- > If the person had a previous absence before the delegation took place, is the new delegation approve?
 - If the absence is already submitted, and then you set up the delegation, they should be able to see it in that person's inbox.
 - One consideration: if you're reviewing something that was initiated by the person who's out, and if it gets sent back, the delegate won't be able to access that. So you may need to cancel the transaction and initiate it yourself, or work with your unit or your HCM Service Partner to reassign a given step.



DELEGATION Q&A (4 OF 4)

- > Is there a good way to determine who already holds the Unit Delegation Administrator role in a given department?
 - From your **Workday Profile** page, under Job Details, select the **“Supervisory Organization”** link.
 - On the next screen, select the **Roles** tab.
 - In the table, in the **Assignable Role** column, scroll until you find **“Unit Delegations Administrator.”**



NEW WORKDAY TELEWORK ARRANGEMENT FUNCTIONALITY

Marisa Graudins - Executive Director, Policy & Workforce Strategy (UWHR)

OVERVIEW

- > **In January, UW will begin to use Workday delivered functionality to track and manage telework activity for *staff*:**
 - Telework arrangements will now be linked to the position, allowing multiple agreements for workers with multiple jobs.
 - Telework agreements can be uploaded to Workday.



UPDATING TELEWORK AGREEMENTS: DELIVERED IN THE JOBS TAB

- > **Search:** Add Telework Agreement or End Telework Agreement
- > **From the worker's profile:** Actions > Job Change > Add/End Telework Agreement
- > **From Jobs menu:** Select Telework Agreements tab



WHAT'S CHANGING?

HR/Academic Partners and HCM Initiate 2s will initiate telework arrangements.

> **Routing:**

- Hire and Add Job: telework agreement is a post-completion step
- Change Job: handled as a to-do, fires on the effective date

> **Process Updates:**

- Choose from updated telework agreement types
- Add proposed agreement end dates (annual update required per UW policy)
- Upload the employee's signed telework agreement form directly into Workday



CURRENT EMPLOYEES

- > Existing telework values will be automatically converted
- > Units will need to upload updated agreements within 12 months
- > Departments are expected to update agreements annually, e.g., during performance reviews
- > Telework agreements can't be edited once created; any updates require ending the current agreement and adding a new one
- > Termination or ending a job automatically ends the agreement



TELEWORK AUDIT REPORT

- > R0034 Workers with Telework Agreement Audit: Audit report will be available for tracking agreements, including attachments and dates.



TELEWORK Q&A (1 OF 3)

- > Is the work location still added separately?
 - Yes. Work Location is not part of the telework agreement functionality.
- > Can staff themselves upload their own telework agreement into Workday or does only the HR Partner security role able to upload for example?
 - No, employees currently cannot add telework agreements themselves.



TELEWORK Q&A (2 OF 3)

- > Do all the current telework agreements need to get uploaded now, or can we get those in when we audit it again next year?
 - You can get these into Workday over time.
- > Are there reports you recommend to help audit your organization currently?
 - Yes, try the R0842 Telework Audit report.
- > Does the Telework Agreement also end when an employee moves to a different job?
 - It will not automatically end for Change Job. There will be a To-Do that fires to the current HR Partner to end on the current position.



TELEWORK Q&A (3 OF 3)

- > If an employee's telework agreement is reviewed annually, but does not include specific dates on the agreement and has no updates to be made, does a new copy need to be uploaded each year or can we keep the same copy in the system?
 - Yes, per UW policy, telework agreements should be updated annually.
- > Will the telework agreement be viewable to the Employee and their Manager?
 - Yes, it will be.



UPCOMING CHANGES TO EWH WEBSITE

Marisa Graudins - Executive Director, Policy &
Workforce Strategy (UWHR)

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DIGITAL ACCESSIBILITY

- > The University's digital content must be accessible starting on April 24, 2026.
 - > Includes: websites (public and internal), web documents, trainings, videos, online applications.
- > We are already required by law to provide programs and services that are accessible.
- > "WCAG 2.1, Level AA" will be the new standard (limited exceptions for archived and password protected content created before the compliance date.



HR WEBSITE REMEDIATION ROADMAP

Objectives: 1) Maintainable, 2) Accessible, 3) Useful

- > Site was ~700 webpages, many with outdated and inaccessible screenshots.
- > **Web Document Remediation:** Sunset/retire – remediate – opportunity (web-based)
- > **HR.UW.EDU Remediation:** Reconcile accessibility findings – prepare menus to bring over EWH content topics
- > **EWH Remediation:** Sunset less used content – move Payroll content to Finance – integrate content into hr.uw.edu

Other site remediation happening outside of this process: The Whole U, DSA, Jobs



EMPLOYEE WORKDAY HELP WEBSITE REMEDIATION APPROACH

1. Sunset content with fewer web hits and outdated content.
2. Build new Workday HCM Help menu in HR's site "behind the scenes."
3. Consolidate population-specific user guides into single versions.
4. Sunset content that provides only procedure applicable to HCM Ops or WMS.
5. Move Payroll's content to the Payroll Office's new website.
6. Move content by type to HR's site:
 - Deep Dives
 - User Guides
 - Admin Corner
 - Other

WHAT'S NEXT?

Expect to begin to see:

- > More traffic on the HR COP Teams site about changes:
- > Redirects in place from sunset content to remaining content.
- > Sunset of EWH site itself and redirects to content on HR's site in Q1 2026.

EWI WEBSITE Q&A (1 OF 1)

- > Will this process include any changes to policy or procedure, or is it only a reorganization of the same information?
 - It isn't our intent to change any policies, but as we do this work we may find opportunity to reduce extraneous information and/or fine-tune resources.



PAYROLL WEBSITE

Ginny Montgomery - Director, UW Payroll (FPB)

NEW PAYROLL OFFICE WEBSITE

- > The Payroll Office is launching its new site on Dec 11, 2025
- > Employee Workday Help (EWH) will be retired in April 2026
 - UWHR and Payroll are working to ensure all their content is still available
 - Links between the payroll site and EWH will continue until content has been migrated to another site
 - Direct links to payroll information on EWH will have redirects until April 2026



CALENDAR YEAR END REMINDERS

Andrew Cleary - UW Payroll (FPB)



PREPARING FOR CALENDAR YEAR END (1 OF 8)

> Annual Review Checklist for Employees

- Encourage employees to verify their primary address and confirm designated mailing address
 - > User guide for updating Personal Information: [Managing Your Personal and Work Information in Workday | Employee Workday Help](#)
Home addresses should NOT say Seattle Campus, Bothell Campus, Tacoma Campus, 325 Ninth Ave (Harborview) or 1959 NE Pacific St
- **Workday alerts to be delivered to the employee's Workday In-box**
 - > Employees who need to designate a Mailing Address in Workday
 - > Choose to opt-out of paper tax forms



PREPARING FOR CALENDAR YEAR END (2 OF 8)

Annual Review Checklist for Employees

- > **Verify employees' Work Location**
 - Updates are done by the departmental HCM Initiate 2
 - Backdating an update to a Work Location or Home Address does NOT trigger retroactive tax corrections
 - Open a case with Payroll if you think a tax refund may be due as the result of a retroactive Work Location change
- > **Home Address & Work Location both impact employee taxes and benefits**
 - Employees are responsible for accuracy of Home Address
 - Departments' HCM2 are responsible for accuracy of Work Location



PREPARING FOR CALENDAR YEAR END (3 OF 8)

Critical Deadlines

- > December 10, 2025 - Overpayment Forms, Glacier Tax Compliance and Tax Treaty Renewal paperwork due
- > December 15, 2025 - Submit all payroll corrections by 5:00 pm
- > December 19, 2025 - Final Payroll Calculation for the year
- > December 26, 2025 - 12:00 pm deadline to submit On-Demand Check Requests and Overpayment Repayments
 - NOTE: Requests for On-Demand checks, received after this deadline will not be processed until January 2, 2026 and will be recorded as 2026 income.



PREPARING FOR CALENDAR YEAR END (4 OF 8)

More Critical Deadlines

- > December 31, 2025
 - Home Address updates are due
 - Legal Name changes are due (name changes MUST have the correct effective date)
- > January 2, 2026
 - Social Security Number corrections are due
 - Deadline to Opt-Out of Paper Tax Forms

[Year End Payroll and Tax Deadlines | Employee Workday Help](#)



PREPARING FOR CALENDAR YEAR END (5 OF 8)

Opt Out of Paper Tax Forms

- > W-2 tax forms are usually available in Workday by January 10th for those who opt out. That's 3 weeks before paper forms start arriving in employee mailboxes.
- > Opting Out is more secure and reduces cost to the University
- > How to Opt Out: [Opt Out of Paper Tax Forms | Employee Workday Help](#)
- > As of today, only 34,510 out of 68,263 employees receiving a W-2 have chosen to opt out of paper = 51%



PREPARING FOR CALENDAR YEAR END (6 OF 8)

Paper Tax Forms (W-2, Stipend Letters, 1099-R)

- > Mailed to the address on file in Workday as of December 31, 2025
- > Mailed for all terminated employees to the address on file in Workday as of December 31, 2025
- > Mailed out the end of January 2026
- > Form 1042-S Tax Documents will be distributed in March 2026



PREPARING FOR CALENDAR YEAR END (7 OF 8)

Year End Tax Resources

- > Visit the following web page: [Year End Tax Resources | Employee Workday Help](#)
- > Includes a box-by-box explanation of what is reported in each Form W-2
- > NEW: Overtime Premium (FOP) per the OBBBA to be reported as “QOC” in Box 14
- > We have a Frequently Asked Question section to answer the most common questions
- > *UW Payroll can not give any tax or financial planning advice*



PREPARING FOR CALENDAR YEAR END (8 OF 8)

A look at the numbers

Stats for tax year 2024

- > 68,725 W-2 Tax Forms
- > \$3.99 billion dollars of federal taxable wages reported to the IRS
- > \$1.25 billion dollars of federal employment taxes remitted

Stats for tax year 2025 as of the 11/30 pay cycle:

- > 68,263 W-2 Tax Forms
- > \$4 billion dollars of federal taxable wages reported to the IRS
- > \$1.2 billion dollars of federal employment taxes remitted



January 2026 (1 OF 2)

Impacts to Paychecks

- > Benefit deduction changes based on employee's open enrollment choices
- > Federal withholding tax deduction changes based on IRS tax table updates and employee W-4 federal withholding elections
- > For employees working outside of Washington, there may also be state withholding tax deduction changes based on tax table updates and W-4 state withholding elections
- > New: WA Cares tax deductions to stop for Foreign National employees working on a qualifying visa that is recorded in Workday and not expired.



January 2026 (2 OF 2)

Impacts to Paychecks

- > Social Security taxes restart for anyone who reached the SSA maximum wage in 2025
 - 2026 Social Security wage base increasing to \$184,500 (from \$176,100)
 - 2026 Social Security maximum tax paid \$11,439.00
- > WA Paid Family Medical Leave rate increasing from .92% to 1.13%
 - <https://paidleave.wa.gov/>
 - Deductions resume for those who reached the maximum in 2025.



February 2026

Impacts to Paychecks

- > Employee W-4 federal withholding exempt elections expire.
 - Employees who claimed exempt from Federal withholding taxes for 2025 will be receiving a Workday alert in their Workday inbox.
 - If eligible, employees may renew their exempt status.
 - If no action is taken, their W-4 withholdings will be automatically reset to Single (Per IRS rules) effective pay period ending February 15.
- > How to update W-4 withholding elections [Update Federal Withholding Elections | Employee Workday Help](#)



CALENDAR YEAR END Q&A (1 OF 1)

- > Is there a way the departments or schools can find out which individuals are receiving a paper W-2? We send out a reminder, but would love to do a more targeted email to them about how to update in Workday to receive a digital version.
 - Unfortunately, there isn't a way for departments to review which of their employees have gone paperless.



THANK YOU!

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