

FEBRUARY 2026 WORKDAY HCM CoP MEETING

AGENDA

- > What to Know About Monitoring Completion of the “Understanding Civil Rights” Course – Kiana Swearingen (Civil Rights Compliance Office)
- > Routing Updates for Academic Business Processes – Derrick Bannister (HCM Operations)



“UNDERSTANDING CIVIL RIGHTS” EMPLOYEE COURSE

Kiana Swearingen - Director of Education &
Communications, Civil Rights Compliance Office

UNIVERSITY *of* WASHINGTON



UCR EMPLOYEE COURSE

Understanding Civil Rights (UCR) is a course about the University's civil rights policies and practices. The course explores civil rights at the UW with a focus on protections based on race, color, or national origin (including shared ancestry and ethnicity).

- > **Course frequency:** UCR is a one-time requirement. In future years, required refresher courses will be published.
- > **Requirement:** UCR helps the UW meet its federal training requirements as outlined in the resolution agreement entered into by the UW with the U.S. Department of Education Office of Civil Rights in January 2025.
- > **Employee Reporting Obligations:** First University-wide training that informs employees about the requirement to make a Civil Rights & Title IX report in specific situations.

Reminder: The UCR student course will launch in Spring 2026.



COURSE REQUIREMENT

Employees required to complete the course include staff, faculty, other academic personnel, and graduate student employees.

> **Current Employees:**

- Assigned on: January 13, 2026
- Completion by: March 10, 2026
- Unit follow-up by: May 29, 2026

> **New Employees:** Must complete the course within 30 days of hire date.

> **Course Platform:** Workday Learning



EMPLOYEE COURSE COMPLETION RATES

> Employees

- Completed = 24,359
- Not Completed = 23,959
- Overall Completion Rate = 50.41%

> Unit completion all-stars

- Administrative unit: UW Facilities = 76.95%
- Academic unit: College of the Environment = 68.66%

Completion rates are as of Feb 13, 2026.



TOOLS FOR HR PARTNERS TO ENSURE COMPLIANCE

HR partners are responsible for monitoring compliance for all employees within their organizations. They have system access in Workday to view and track completion for those employee populations.

> HR Partner Reports

- Learning Completion Matrix Report by HR Org R0138
- Learning Completion Matrix Report by Supervisory Org R0139

> Job Aids

- [Introduction to Workday Learning job aid](#)
- [Understanding Civil Rights Course job aid](#) (video)
- [How to Access and Track the UCR course](#) (i.e., instructions for My Teams Learning)
- [R0138 Learning Completion Matrix Report by HR Org Job Aid](#)
- [R0139 Learning Completion Matrix Report by Supervisory Org](#)

Learn more: go.uw.edu/coursecompliance

Support for WD Learning, course navigation and reports: hrhelp@uw.edu



UCR COURSE Q&A (1 OF 3)

- > Will rehires need to retake the course each time they are rehired? (Examples: rehired students; quarterly faculty who have breaks in service if they only teach 1-2 quarters with us per year; annual faculty who move in and out of paid/unpaid status?
 - When an employee is rehired, if they've already completed the required Understanding Civil Rights course, Workday will remember they completed the course and they will NOT need to retake the course.



UCR COURSE Q&A (2 OF 3)

- > It is possible to allow staff below HR partner level to run compliance reports?
 - While HR Partners are responsible for monitoring compliance for all employees within their organization, managers, deans, vice presidents and vice provosts do have visibility into completion records for employees within their Sup Orgs in Workday (they can enter “My Team’s Learning Assignments” in the Workday search field).
- > Can undergrad student employees take the course if they want to?
 - Yes, they can find the course even if they aren't assigned it in the Learning Dashboard, under Discover > Browse Learning.



UCR COURSE Q&A (3 OF 3)

- > I just tried to run the reports and got very limited results. Is there troubleshooting available on your website?
 - Tips for running the reports: When running the reports, you can select the blue number or percentage to see a pop-up report which includes more information. If you're still showing limited results, make sure to run the report without any filters.
 - Resources: You can also find guidance on the [Course Compliance for Leadership](#) page.
 - Need more report troubleshooting? Feel free to reach out to hrhelp@uw.edu.



WORKDAY BUSINESS PROCESS TRANSITION

Derrick Bannister - Manager, HCM Operations
(UWHR)

BP TRANSITION

- > Work between APF and UWHR has been ongoing since November 2024 to transition transactional work to UWHR.
- > The transactional work transition completed 1/29/2026.
- > This allows APF to focus on evolving needs of faculty and unit administrators, enhancing overall support and efficiency.



SPECIFIC BUSINESS PROCESSES

- > Academic Appointment Actions
- > (Add, Update, End Academic Appointments)
- > Academic Retiree Hires (Including Emeritus)
- > All Postdoctoral BPs
- > Change Job Data Changes
- > Clock Adjustments
- > Non-Medical LOAs, Sabbatical LOA
- > Summer FTE Changes
- > Terminations



PROCESSES NOT IMPACTED

- > Hires for Multi-Year/Indefinite
- > Compensation Actions
- > Annual or Shorter Titles

Routing for these processes have not changed.



IMPACT FROM DEPARTMENT SIDE

- > There are no changes to how you initiate or review Business Processes (BPs). The only impact is who you should contact if you have questions about a specific BP.
- > Be sure to review Worker History to track the status of a BP, identify who currently has it, and reach out to the appropriate person.



APF AND UWHR HCM OPS COLLABORATION

- > APF and HCM Operations have and will continue to work closely together to ensure consistency and continuity.



BP TRANSITION Q&A (1 OF 1)

- > I have a few academic appt actions that show they are pending with APF staff for approval - will there be delays on approvals, or will APF approve these?
 - There are some BPs where the routing didn't work as expected, so we're in the process of transitioning those over to our team and we're reviewing them as soon as we get them.



THANK YOU!

W