Department of Administrative Services

DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

Workday Foundations

Agenda

1. Introduction
2. Series Overview
3. Additional jobs
4. Audits and Reporting
5. Close

Introductions

Data Integrity Team

- Ryan Englund
- Libbie Saunders

Workday Classification and Compensation Administrator and SME

Shilo Muller

Workday Foundations

Data Integrity Team
Workday Foundations

- Worker Data
- Hire Process
- Job Change
- **Additional Jobs**
- Compensation Change
- Terminations

Workday Foundations – Additional Jobs

Additional jobs are added for various reasons including developmental roles, work out of class, backfill for someone on leave, special projects, workers in the reclass process, additional paid jobs for part time employees, and official board member positions.

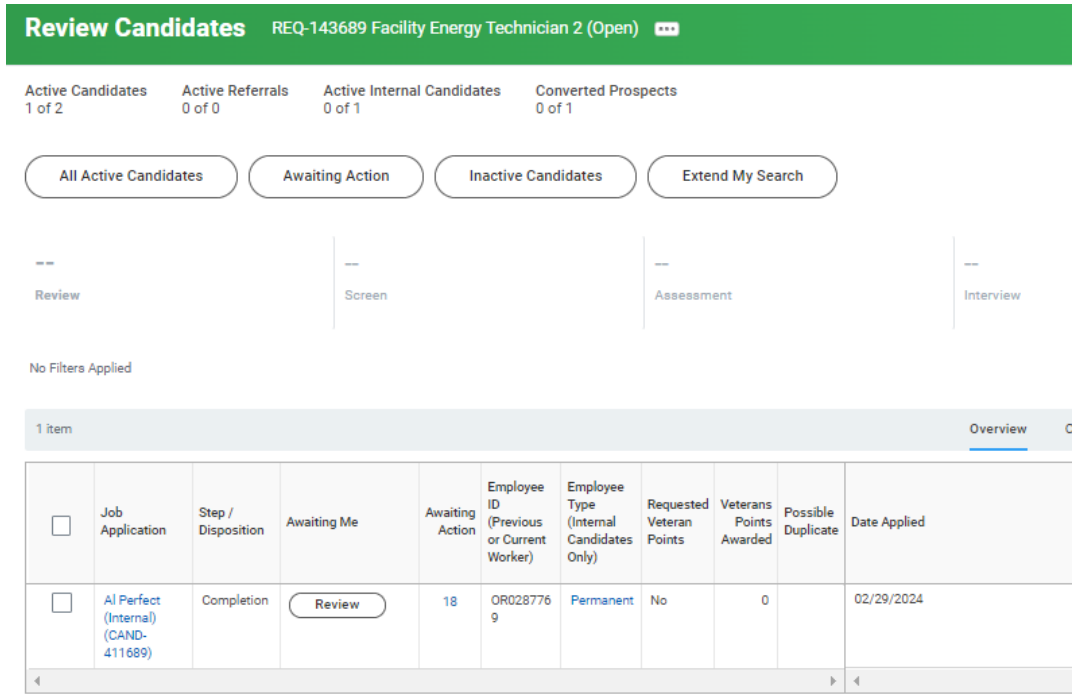
It is important to establish whether the position should be paid or unpaid, and reason for and duration of the work.

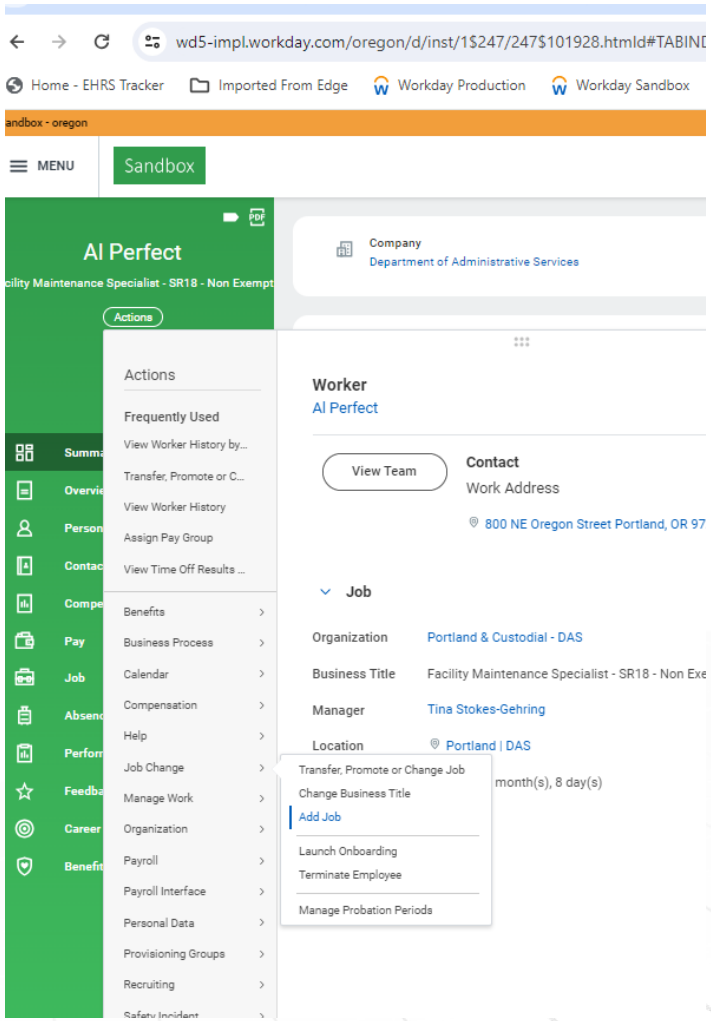
Workers with two or more jobs have special considerations for union representation, leave, and pay that should be monitored.

Prior to beginning an additional job – Work out of Class

- Requisition Details – Is worker attached?
- Check Position & Compensation Data (is it pending reclass? Percent or Amount?)
- Verify Start Date, verify end date
- Double check for any upcoming or needed comp changes (COLA, merit, allowances, etc.)
- Start add additional job

Additional job - Work out of class





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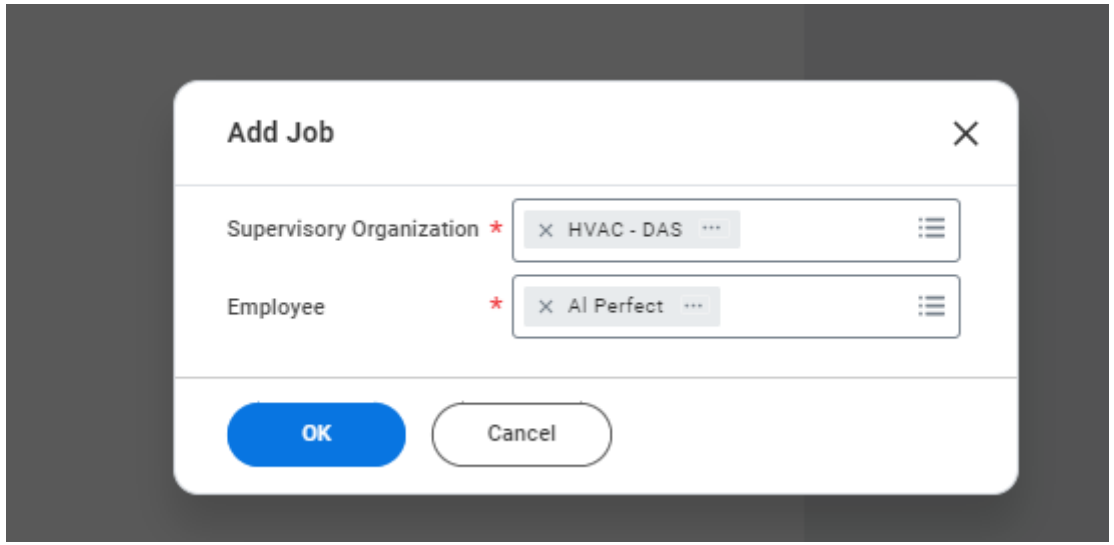
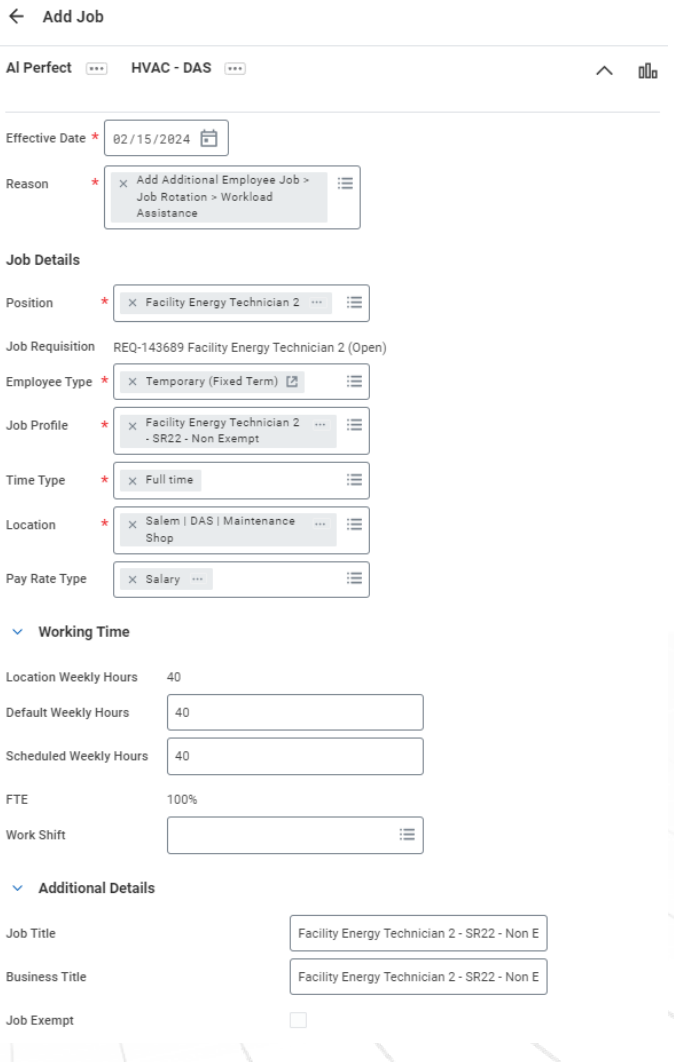
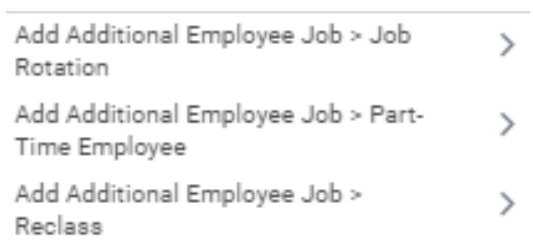
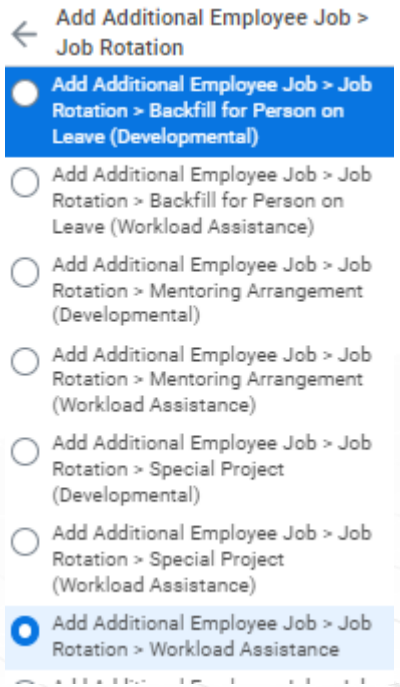




Additional job - Work out of class

- Rotation Reasons

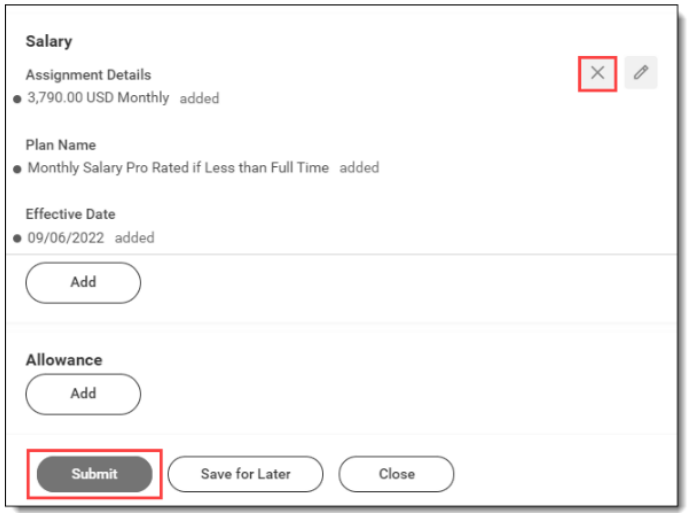




Additional job - Work out of class

Propose compensation hire for additional position

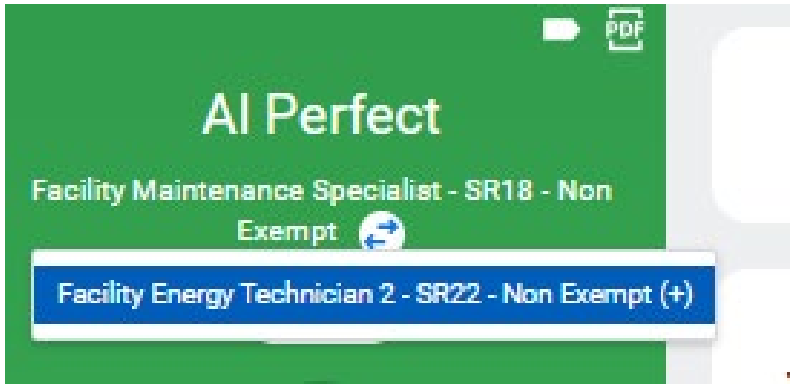
* Only the grade profile should be entered here, use ‘X’ to remove salary



All allowances should be added on base position

If union for additional job is the same as the base position, you don’t need to add union segment for the additional job.

Additional job - Work out of class



Additional job - Work out of class Pending Reclass

**Pending reclass assumes the reclass package has been submitted to DAS CHRO*
Timing and execution of this process is based on your applicable CBA and policy.

The worker will get a dollar amount (not a percentage) for the next step higher in the new range. This amount will change with COLA, Merit, etc. and will need to be reviewed when a worker has a compensation change.

This Work out of Class pending Reclass will stay active until the reclass has been approved by DAS, and finalized by your agency budget, then the additional job will end and the original position will be modified to match the approval.

Once approved follow the knowledge article “Reclass, Complete” to process the reclass.

- *Note: a job change should not be used in lieu of reclass. If a worker is being reclassed and needs to be moved to a different position, the reclass should be processed, then you can use a job change (ex. Lateral or position number change only) to move them to another position.*

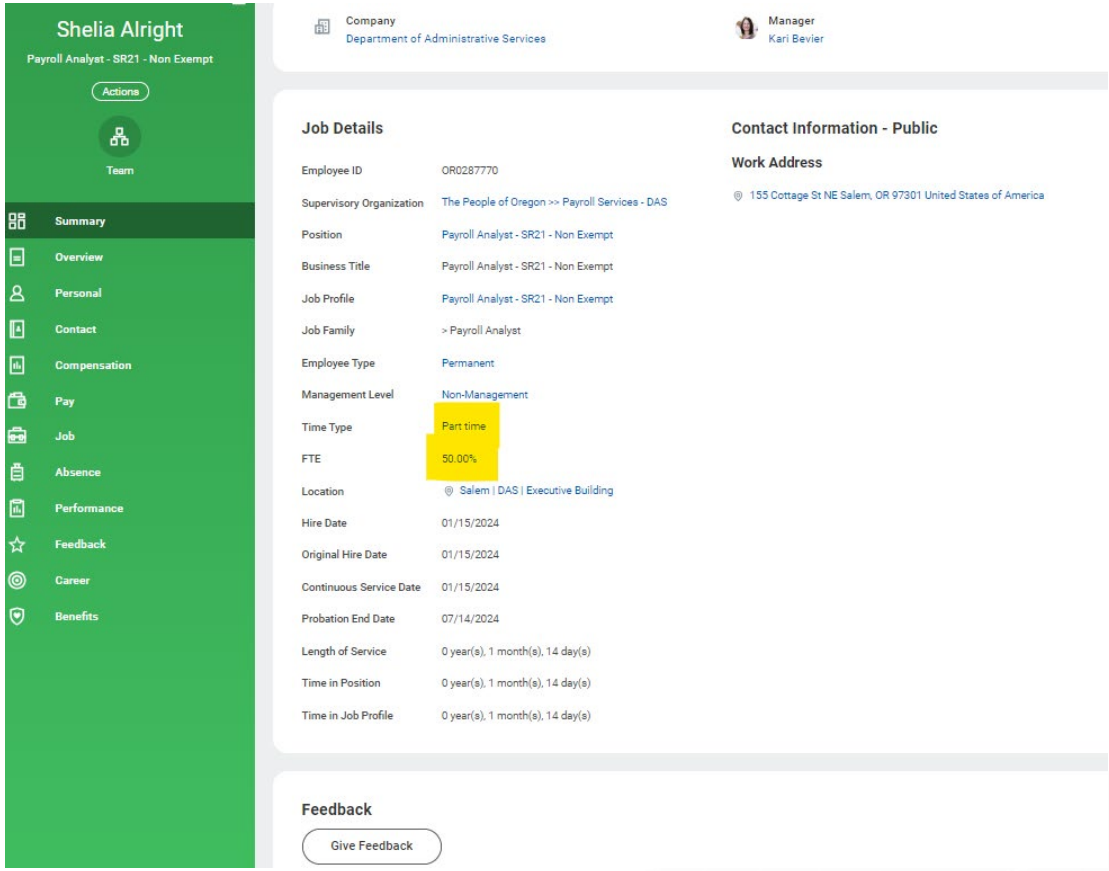
Additional job - Allowance

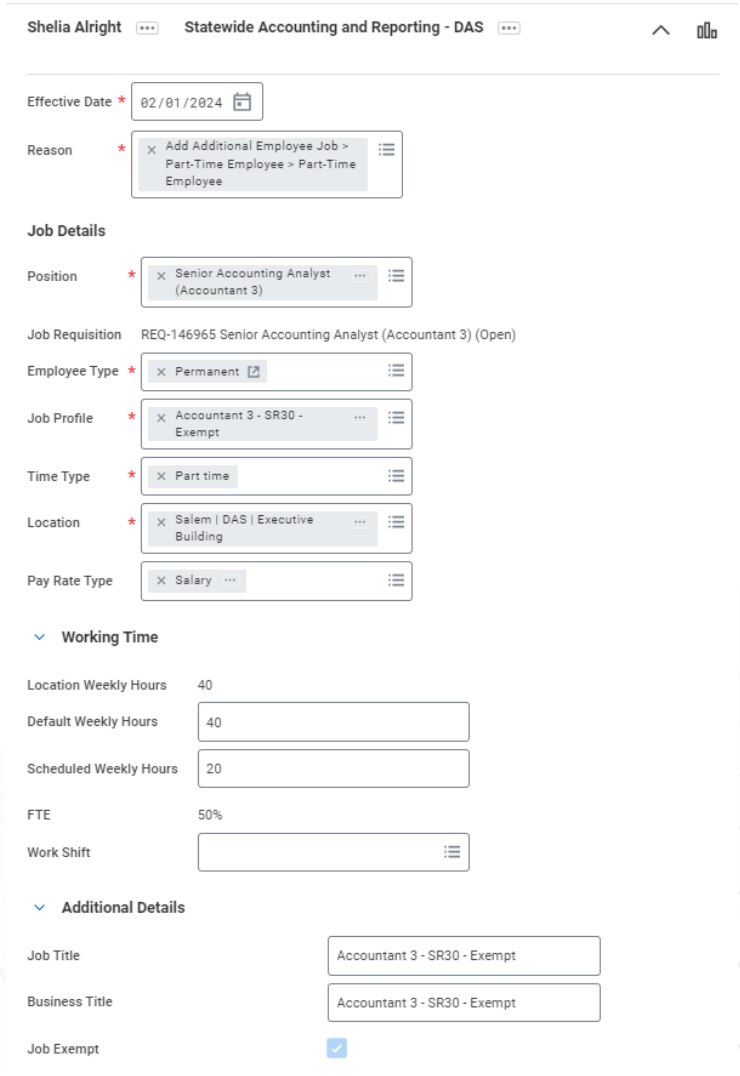
If additional job is to represent duties of WOC/rotation and is not determined to be developmental, most policy/CBA say that allowance either needs to be 5% of base pay or a dollar amount equal to the first step of the higher duty salary range, whichever is greater.

- When adding an allowance to a worker an Expected or Actual End Date can be added.
  - An actual end date is the last date the allowance will be paid thru. The system will add a future dated automatic compensation action to end the allowance. An actual end date MUST be in the future (not retroactive) and must be on or after the expected end date.
  - An expected end date is just for reporting, it will not end the allowance.
- To manually end an allowance, including ending an allowance retroactively, you would use an effective date of the first day the allowance will not be paid (ex. if an allowance will be paid thru 3/31, the effective date you would use is 4/1). In the allowance section and click the "X" on the allowance you are removing.
- **If you are adjusting prior compensation and you get the error message you cannot use an end date in the past it's likely the worker has an allowance with a past end date. You will have to remove the end date and manually delete the allowance in a separate compensation change. (even if your initial change has nothing to do with the allowance causing the issues)**

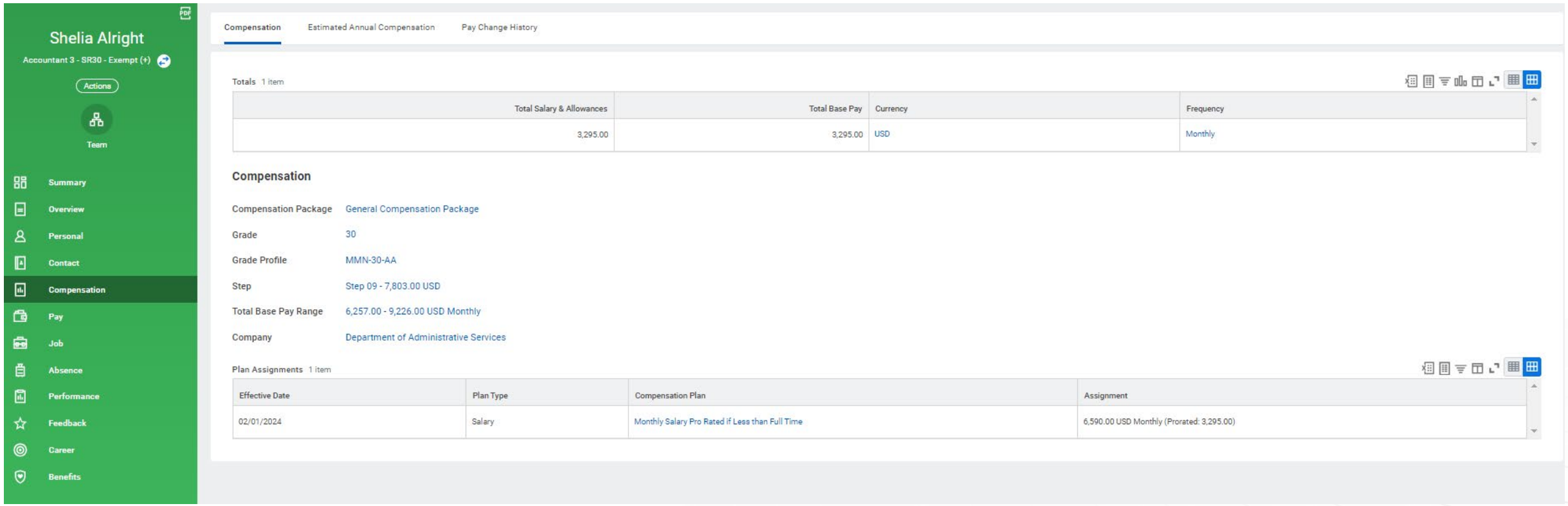
The knowledge article "Compensation Change, Request" covers several changes/updates that can be completed by this action – including adding, updating and ending allowances.

Additional job - Additional Paid job





Additional job - Additional Paid job



Additional job -
Official Board and Commission Members

If board member established, then the ‘new’ position will be added as an additional job and then switched to primary.

If you are ending a job, check with the Board and Commission Admin to see if the individual will remain active on the board.

Please do not move or alter board positions without submitting a case to the Board Admin (Sheri Nees).

Additional job - Ending the Additional Job

Effective date used would be the last day worked in the additional job.

If a worker is ending both the primary and additional job on the same effective date, complete the actions for the ending of the additional job first, then processes the primary job ending.

If ending an additional job retroactively, the No Retro Processing Prior to Date will change/update due to ending the additional job in a month in which payroll has already closed.

Knowledge articles:

- Additional Job (Rotation/WOC), remove
- No Retro Processing Prior to Date (NRPPTD)

Additional job - Primary Job Swap

- When the additional job becomes primary and the primary job ends

- This process will create a no retro prior to date, so retro pay changes will not be picked up.

- If a worker has pay results we will have to wait until the 1st of the following pay period to complete the job swap.

- Off season workers are best job changed, not to retain the off season as an additional.

What to do after you have done it all

If you discover a mistake – Things **YOU** can correct

Job Details (Edit Position)

- Employee Type
- Job Profile
- Job Title
- Business Title
- Time Type
- Location
- Scheduled Weekly Hours

Additional Job Classifications (Edit Position)

Required:

- Pay Basis Code
- Timesheet Code
- Overtime Code
- Holiday Code
- PERS Class Plan
- Service Type Code

Optional:

- Job Share
- Concurrent Job Number
- PERS Plan
- Underfill
- Internship

Other

- Comp - Grade Profile, Step, Salary (Request Comp Change)
- Probation Period

- Make sure the effective date of any correction you make is the same as the additional job start date
- If you get an error with an effective date you are trying to use, send in a help case
- **PLEASE** leave comments with details of what you updated any time you use Edit Position

What to do after you have done it all

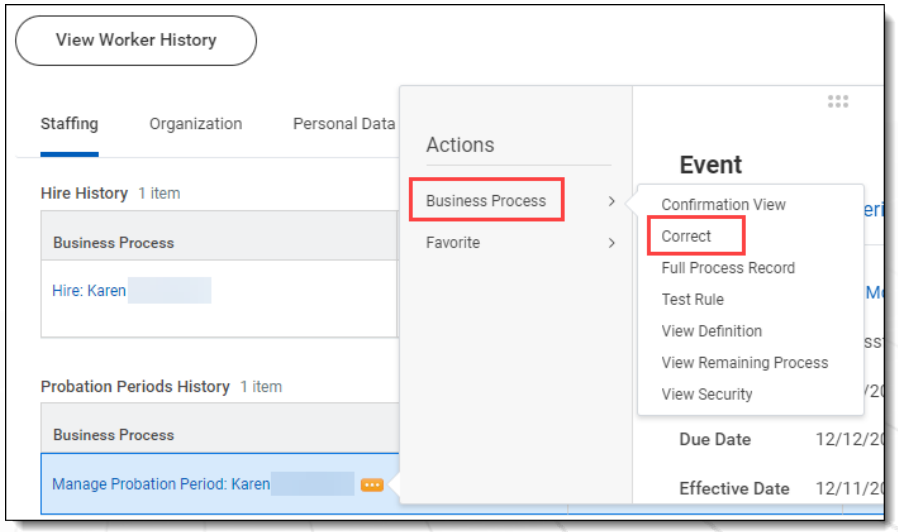
Correcting a Probation Period

Probation Periods History 3 items

Business Process	Effective Date	Initiated On
Manage Probation Period:	02/16/2022	02/04/2024 03:53:24 PM
Manage Probation Period:	02/16/2022	04/26/2022 02:01:34 PM
Manage Probation Period:	02/16/2022	02/14/2022 09:11:59 AM

Don’t use Manage Probation Period

Use Business Process > Correct



What to do after you have done it all

If you discover a mistake – Things you need to submit a Workday Help Case for assistance

- **Additional Job start date**
- **Additional Job Reason**
- **Position** - If additional job is put in the wrong position, we will have to rescind the additional job so you can put the employee to the correct position

If you initiate one of these Business Processes and then remember its not something you can do, please cancel the action and then send in a case. We cannot finish those actions for you.

Reports for Audit

Allowance Reports
HCM | Worker Allowances Report
HCM | Reclass Events with Change Details
CMP | Compensation Changes for Workers with Amount Allowance Plan

Additional Job Reports
Multiple Job Workers | All Workers

Questions?

Next up……

Compensation changes