

BUSINESS PROCESSES

- Edit Position Restrictions: Default position information. Defines the “chair” an employee will sit in. Can be used for filled or unfilled positions to update qualifications, skills, location, worker type, worker subtype, time type
- Edit Position: Used to correct job details of a filled position (HR Partner)
- Reclassification - Select “Promotion-reclassification” so action routes properly to Executive Approver. Reclassification/Promotion requires 2 business processes be initiated:
 - Edit Position Restrictions (if position vacant this is only step required)
 - Change Job

FIELD NAMES

- Compensation = what an employee is eligible for
- Default Weekly Hours = ALWAYS 40.
- Job Profile = title for the position.
- Location = geographic city where the job is expected to be performed. Location is used in recruiting to post jobs, used in Safety Incident tracking buildings, employee payroll tax eligibility and finance information. Due to its use in multiple functionality, Location city is associated with the System Member Part, not the Workstation.
- Payroll = amount an employee is actually paid.
- Position Restrictions: Default position information. Defines the “chair” an employee will sit in.
- Scheduled weekly hours = hours expected to be worked. FTE percentage will be calculated by Workday (Scheduled hours / Default Weekly Hours). Hourly paid employees will be paid for hours worked, even if greater than the number of scheduled weekly hours. The salary entered should be the FTE amount (what the employee would make if they worked 100% effort. Graduate Assistants: Scheduled Weekly Hours should be 20 (50% effort).
- Time Type = Full time / Part time
 - Full time = 40 hours/week
 - Part time = anything less than 40 hours/wk
- Worker Type = Employee, Contingent Worker (if contingent worker, contact HR for assistance)
- Worker Subtype = Faculty, Staff, Graduate Assistant, Student Worker, Temporary Casual
 - “Temporary/Casual Staff (Fixed Term)”
 - If the term is 4 ½ months or more, Scheduled Weekly Hours must be 19.6 or less
 - Not benefit eligible.
 - If the employee will be working 50% or more and for a term of 4.5 months or greater, worker subtype must be “Staff” or “Faculty” to support benefits eligibility.