

Job Aids		Updated Week - 2020
New	Description	
Correct ORP Employer Contributions	Outlines the process for a Payroll Partner to correct Optional Retirement Plan (ORP) Employer Contributions when an Employee moves from ORP to Teacher Retirement System (TRS).	Week of: June 29, 2020
Updated	Explanation	
Certify Dependents	Clarified note under Grandchildren Certification section: include the tax year for the tax return provided as proof of grandchild dependent status.	Week of: June 22, 2020
Termination (Voluntary)	Added Warning to Important Information section. If an Employee is on leave, the Return from LOA process should be completed before Termination is initiated.	Week of: June 22, 2020
Termination (Involuntary)	Added Warning to Important Information section. If an Employee is on leave, the Return from LOA process should be completed before Termination is initiated. Removed the resignation bullet from the Important Information section as it is specific to Voluntary Terminations.	Week of: June 22, 2020
Leave of Absence (Place or Return Worker)	Added Warning to Important Information section: If an Employee is on leave, the Return from LOA process should be completed before Termination is initiated.	Week of: June 22, 2020
Leave of Absence	Added bullet to Important Information section. If an Employee decides to leave the position before returning to work to contact the HR Office.	Week of: June 22, 2020
Managing Your Time Off	Updated some processes to clarify how an Employee should cancel time off that has been approved using the Correct Time Off process, and several screen shots were replaced due to changes in the Workday interface.	Week of: June 8, 2020
Complete Open Enrollment	Updated to reflect the new Open Enrollment user interface	Week of: June 8, 2020
Complete Open Enrollment For Your Employee		
Complete Alternate Open Enrollment For Your Retiree		
Change Benefits (Life Event)	Added a note indicating that it is recommended that a sum is entered annually rather than by paycheck for Spending Account Elections	Week of: June 8, 2020
Dependent Event (Benefits Partner)	Added a note to review additional job aids for information on how to certify Dependent grandchildren. Updated the process on how to certify new Dependents based on configuration changes made to Workday by the Benefits functional team.	Week of: June 8, 2020
Add Coverage to Your New Dependent	Updated the process and screen shots on how to certify new Dependents based on configuration changes made to Workday by the Benefits functional team and added missing steps and screen shots on electing coverages for FSAs.	Week of: June 8, 2020
Termination (Voluntary)	Updated a cross-referenced job aid that was archived and replaced it with the new job aid. Also replaced screen shots that had changed due to configuration changes.	Week of: June 8, 2020
Termination (Involuntary)	Replaced screen shots that had changed due to configuration changes.	Week of: June 8, 2020
Certify Dependents	Updated process for Dependent Certification: the Benefits or Retiree Partner must now use the Edit Dependent process instead of Edit Personal Information; a note was added that Grandchildren must be certified before coverage is added	Week of: June 1, 2020
Add Retiree Status	Added instructions for missing task Enter "Retiree Electronic Communication for Retiree" custom object	Week of: May 26, 2020
Ready to Retire		
Return to Retire		
Create Job Requisition and Post Job	Updated to support Workday's new Manage Team interview process	Week of: May 18, 2020
Job Application Process	Updated to support Workday's new Manage Team interview process	Week of: May 18, 2020

Job Application Process (Manager)	Updated to support Workday's new Manage Team interview process	Week of: May 18, 2020
Change Job	Renamed existing To Do for Payroll Partner to support configuration change:	
	The Payroll Partner on the vacated position may receive the To Do Inactivate Ongoing Payroll Input, Withholding Order, or Tax Treaty to end date the payroll input for these items and report the termination date for the withholding order to the Attorney General's office website	Week of: May 4, 2020
Manage Supervisory Organizations	Up Next section clarified when the Manager security role must be assigned and inheritance implications	Week of: May 4, 2020
Termination Involuntary	Clarified Workday's handling of marking employees ineligible for rehire	Week of: May 4, 2020
Termination Voluntary	Clarified Workday's handling of marking employees ineligible for rehire	Week of: May 4, 2020
Enter Time Off for Your Employee	Added a note that unpaid time off for faculty and staff requires approval by the Absence Partner	Week of: May 4, 2020
Managing Time Off Requests		
Managing Your Time Off		
Retired	Replaced by (if any)	
Video Help		
New	Description	
n/a	n/a	
Updated	Description	
n/a	n/a	
Quick Reference Guide		
New	Description	
Staffing and Compensation Changes During Merit	Details business processes that can run in parallel to merit and how to address effective dates to avoid overrides after the merit effective date.	Week of: June 22,2020
Understanding Your W-2	Updated the description of the OASDI	Week of: May 18, 2020
Updated	Description	
n/a	n/a	
WebEx Decks/Recordings		
Summer Staffing Changes: Impact to Open Enrollment	Discusses summer staffing events with effective dates on or before September 1 which can impact Open Enrollment for the Employee	Week of: June 29, 2020
Onboarding Dashboard	Provides information on the new Onboarding Dashboard that offers an effective way for new employees to integrate into their organization and enhances an employee's overall onboarding experience.	Week of: June 8, 2020
Spotlight on Search Committees	Provides an overview of Search Committees and how they work, alternative methods to use Search Committees, as well as guidance on the process for assigning roles.	Week of: June 8, 2020
Managing Merit	Discusses various activities required for those who manage the annual merit process in Workday. These activities include, entering merit awards, maintaining the merit pools,	Week of: May 18, 2020
Manage Interview	Discusses how the interview state within the Job Application business process will function differently for Managers, Recruiting Coordinators and Recruiting Partners. Compares the old and new processes and provides relevant demos.	Week of: May 4, 2020

