Job Aids		Update Week							
New	**Description**								
Start Change Job	This job aid outlines the activities for an HR Contact, HR Partner, and Manager to initiate and complete the Start Change Job business process when only the Additional Job Classification is changing for the Worker Position	Week of: June 7, 2021							
Add Emeritus Status	This job aid outlines the activities for a Talent Partner or Talent Analyst to add Emeritus Status for an individual using the Add Award and Activity process	Week of: May 31, 2021							
Managing Off-Cycle Payments	Provides guidance on processing the various different types of off-cycle payments	Week of: May 17, 2021							
Processing Error on Reversal	Provides guidance on how to process an error for a reversal when there is an unsupported retro on assign pay group	Week of: May 17, 2021							
Updated	**Explanation**								
Add Surviving Dependent	Information added to contact SBA to transfer EGWP data when a Surviving Dependent wants to continue coverage after the death of a Retiree	Week of: June 7, 2021							
Death of Retiree	Information added to contact SBA to transfer EGWP data when a Surviving Dependent wants to continue coverage after the death of a Retiree	Week of: June 7, 2021							
Deck/Video Help	Updated Important Notes to Employees to watch Workday for notifications about the absence request and benefit events	Week of: May 24, 2021							
Onboarding: Employee Perspective	Change configuration of Privacy flag to Public Access Choice	Week of: May 17, 2021							
Edit Non-Effective Dated Additional Data	Change configuration of Privacy flag to Public Access Choice	Week of: May 17, 2021							
Edit Worker Additional Data Event	Change configuration of Privacy flag to Public Access Choice	Week of: May 17, 2021							
Set Up Benefits to Begin Prior to SGIP	Added information regarding the new To Do for a Benefits partner if an employee changes benefits during SGIP wait period	Week of: May 3, 2021							
Complete Alternate Open Enrollment for Your Retiree	Updated Step 1 in Page 2 as the benefit event has been renamed to Alternate Open Enrollment – Retirees	Week of: May 3, 2021							
Hire	Added review step for overriding MSO Code in staffing processes by HR Partners	Week of: May 3, 2021							
Add Additional Job	Added review step for overriding MSO Code in staffing processes by HR Partners	Week of: May 3, 2021							
Retired	**Replaced by (if any)**								
Payroll Reversals	This information is now included in the comprehensive job aid, 'Managing Off-Cycle Payments'	Week of: May 17, 2021							
Deck/Video Help									
New	**Description**								
Open Enrollment 2021 - Staffing Changes	Summer staffing events with effective dates on or before September 1 can impact an Employee's benefit plan. If you are adding an additional job, changing the pay frequency from biweekly to monthly, increasing or decreasing scheduled hours, or changing from 12-month to 9-month terms, this is the webinar for you. In this webinar, you will learn best practices and actions that are necessary when employment changes are effective the beginning of the fiscal year	Week of: June 7, 2021							
Managing Merit 2021	Discuss the various activities required for those who manage the annual merit process in Workday. These activities include entering merit awards, maintaining the merit pools, managing Employee participation, and using merit reports.	Week of: May 31, 2021							
Workday Assistant	Workday Assistant is a digital assistant chatbot designed to help you conversationally complete tasks and retrieve information within Workday. In this webinar, we will introduce Workday Assistant and provide an overview of its capabilities and demonstrate how you can easily navigate in Workday using Workday Assistant.	Week of: May 24, 2021							
Processing One-Time Payments and Work Period	Overview on how to make sure to process one-time payment requests on time for payroll and what are the best practices. The options available to process one-time payments. Selecting an annual work period from list of options available and different scenarios for annual work period updates for both new hires and existing employees with extensions.	Week of: May 17, 2021							
Faculty Tenure and Emeritus Status	Overview of how Workday has been configured to be the official record of source for Faculty Tenure and Emeritus awards.	Week of: May 17, 2021							
Utilizing Goals	Overview of the different types of Goals, Managing Goals, and Archiving of Goals. Review of the Goal setting process and how it works with the performance review process.	Week of: May 3, 2021							

Change Job Template for Job Classification Changes	Overview of the new Change Job Template functionality that allows authorized security roles to more easily perform Job Classification changes for the Worker.	Week of: May 3, 2021							
Updated	**Description**								
n/a	n/a	n/a							
	Reference Guides								
New	**Description**								
Utilizing Merit Partner Role	Provides a comprehensive overview of the Merit Partner security role and the details needed to use it effectively to support the merit process	Week of: May 31, 2021							
Utilizing Merit Partner Role	The purpose of this guide is to provide a comprehensive overview of the Merit Partner security role and the details needed to use it effectively to support the merit process.	Week of: May 24, 2021							
Updated	**Description**								
Add Surviving Dependent	Clarified instructions to verify EGWP enrollment and when to contact SBA	Week of: June 21, 2021							
Death of Retiree	Added warning statement to first enter the date of death before initiating a benefit change and updated instructions for EGWP To Do	Week of: June 21, 2021							
Complete Alternate Open Enrollment	Updated instructions for an individual who is adding, dropping, or changing medical coverage and launch the Alternate Open Enrollment business process, during the Open Enrollment period	Week of: June 21, 2021							
Complete Open Enrollment for Your Employee	Added EOI To Do information. Updated the activities for an Employee to complete or change Open Enrollment Benefits elections during the Open Enrollment time period.	Week of: June 21, 2021							
Complete Open Enrollment	Added EOI To Do information. Updated the activities for a Benefits / Retiree Partner to complete or change Open Enrollment Benefits elections during the Open Enrollment time period on behalf of the Employee	Week of: June 21, 2021							
Open Enrollment (Rescind and Relaunch)	Updated the activities for a Benefits / Retiree Partner to rescind and relaunch the Open Enrollment event after the OE period has closed for the reasons of updating an Employee's Additional Data questions, a change in benefit group or a job change with a change in status for the Employee	Week of: June 21, 2021							
Open Enrollment (Cancel and Relaunch)	Updated the activities for a Benefits / Retiree Partner to cancel and relaunch the Open Enrollment event during the OE period for the reasons of updating an Employee's Additional Data questions, a change in benefit group or a job change with a change in status for the Employee	Week of: June 21, 2021							
Benefit Events and Explanations	Information updated about alternate open enrollment	Week of: May 31, 2021							
Leave of Absence	Updated with screenshots for new To Dos regarding Leave of Absence Benefit Events and notifications to Benefits Partners about SBA billing	Week of: May 24, 2021							
Onboarding by Security Roles	Change configuration of Privacy flag to Public Access Choice	Week of: May 17, 2021							
Additional Data Custom Objects	Change configuration of Privacy flag to Public Access Choice	Week of: May 17, 2021							
Benefit Events and Explanations	Updated names of three benefit events: Alternate OE - Retirees, Involuntary Termination, and Life Insurance Premium Waiver (formerly End of Premium Waiver)	Week of: May 3, 2021							
Webinars									
n/a	n/a	n/a							
eLearning									
New	**Description**								
n/a	n/a	n/a							
Updated	**Description**								
n/a	n/a	n/a							