

Job Aids		Updated Week - 2020
New	Description	
Managaing Your Medicare Information	Outlines the activities for an Employee or Retiree to add or change Medicare information for self or a Dependent in Workday	Week of: April 27, 2020
Managing Medicare Information for Your Employee	Outlines the process for a Benefits Partner or Retiree Partner to add Medicare information such as the Medicare Beneficiary Identifier (MBI) number and enrollment dates	Week of: April 27, 2020
Updated	Explanation	
	Renamed existing To Do for Payroll Partner to support configuration change:	
Change Job	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		
Managing Time Off Requests		
Managing Your Time Off	Added a note that unpaid time off for faculty and staff requires approval by the Absence Partner	Week of: May 4, 2020
Add a Graduate Fellow	Deleted verbiage from overview: updating onboarding questions and privacy flag - config change done in early April removed this step; added bullet to important section to notify benefits partner then onboarding questions and privacy flag are no longer required for grad fellow	Week of: April 27, 2020
Termination Involuntary	Renamed existing To Do for Payroll Partner to support configuration change: The Payroll Partner 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: April 27, 2020
Termination Voluntary	Renamed existing To Do for Payroll Partner to support configuration change: The Payroll Partner 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: April 27, 2020
Request Time Off (Families First Coronavirus Response Act)	Updated to reflect change of name to EPSL and additional clarifications on qualifying and eligibility	Week of: April 20, 2020
Set up Benefits to Begin Prior to SGIP	Updated to include information to Benefits Partners: starting benefits prior to SGIP for current employees moving into a benefit-eligible position	Week of: April 20, 2020
Assign Costing Allocations		
Hire		
Change Job	Updated with a note indicating that the worktag field cannot be left blank or an error will be received.	Week of: April 20, 2020
Manage Your SSN and other Government IDs	Updated with expanded instructions on adding/editing SSN and other government IDs	Week of: April 20, 2020
Manage Your Personal Information	Corrected template: step enumerations were missing	Week of: April 13, 2020
Managing Search Committees	Added detailed instructions: To Do - Add Role to External Committee Member	Week of: April 13, 2020
Request Time-Off (Coronavirus Families First Act)	Updated graphic because reasons were changed. Be looking for possible changes to this again as discussions continue.	Week of: April 6, 2020
Hire	Updated to reflect the new search feature for prehire	Week of: April 6, 2020

Add a Surviving Dependent	Updated to reflect the new search feature for prehire	Week of: April 6, 2020
Contract Contingent Worker	Updated to reflect the new search feature for prehire	Week of: April 6, 2020
Add a Graduate Fellow	Updated to reflect the new search feature for prehire	Week of: April 6, 2020
Return to Retire	Updated to reflect the new search feature for prehire	Week of: April 6, 2020
Change Job	Updated to reflect new request one-time payment to manager when coming from recruiting.	Week of: April 6, 2020
Retired	Replaced by (if any)	
Video Help		
New	Description	
n/a		
Updated	Description	
n/a		
Quick Reference Guide		
New	Description	
Compensation Grade Adjustment	Explains what happens when the Pay Plan Administrator updates the grade for a particular job profile and outlines the responsibilities of the HR Partners	Week of: April 20, 2020
Custom Other IDs	Explains the Custom Other IDs that are used for Benefits, Payroll, Staffing and Time/Absence, their possible values, and how the IDs are used. This guide replaces the Custom IDs for Benefits reference guide.	Week of: April 13, 2020
Payroll Reversals in FAMIS	Provides further information on the accounting impact of payroll reversals. Work with your payroll accountant to complete the entire process.	Week of: April 13, 2020
Understanding Your Wage and Tax Statement (W-2)	Provides a basic overview of the W-2 and the various calculations used to provide the data Employees see in each box.	Week of: April 13, 2020
Updated	Description	
Benefit Events and Explanations	Added new benefit event "Job Change - Starting Benefits Before SGIP". This event will be used instead of a hire benefit event for current employees who are in a position that is not eligible for benefits and are moving to a job that is benefits eligible	Week of: April 20, 2020
Costing Allocations	Updated with a note indicating that the worktag field cannot be left blank or an error will be received.	Week of: April 20, 2020
WebEx Decks/Recordings		
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
Payroll Reversals	Provides an overview of the Payroll Reversal task, a demonstration of the process and discusses important details such as impacts to FAMIS	Week of: April 27, 2020
Goals and Performance Review	Provided a refresher on goals and the goal setting business process, archiving goals and how to find archived goals. Revisited the performance review process and discussed what a Talent	Week of: April 6, 2020
eLearning		
New	Description	

