

<b>Job Aids</b>		<b>Updated Week - 2020</b>
<b>New</b>	<b>Description</b>	
Payroll Reversal	Outlines the activities for a Payroll Partner or Payroll Administrator to reverse a payroll result	Week of: March 30, 2020
Change Job (Graduate Fellow)	Outlines the activities necessary to set up the appropriate custom ID and initiate the Change Job business process for a Graduate Fellow who has been hired into a non-benefits eligible position.	Week of: March 30, 2020
Complete Your W-4 In Workday (Onboarding)	Outlines the steps for an Employee to complete their Federal Tax Election Form W-4 in Workday during the onboarding process.	Week of: March 30, 2020
Edit Your W-4 in Workday	Outlines the steps for an Employee to edit their Federal Tax Election Form W-4 in Workday.	Week of: March 30, 2020
Request Time-Off (Families First Coronavirus Response Act)	Outlines the process for how to take paid time off due to COVID-19. This new time off plan is the result of the Families First Coronavirus Response Act effective April 1, 2020	Week of: March 30, 2020
Death of Dependent	This job aid outlines the activities for a Benefits or Retiree Partner to update an Employee or Retiree's health coverages due to the death of a Dependent	Week of: March 16, 2020
Edit Benefit Event	Updated title and overview to remove the word correct	Week of: February 10, 2020
Death of Dependent	Explains to Benefits and Retiree Partners how to properly change the benefits when there has been a death of an Employee	Week of: February 3, 2020
View Position Restrictions	Guides Employees, Managers, and HR Personnel on how to view the Employee's position restrictions.	Week of: February 3, 2020
<b>Updated</b>	<b>Explanation</b>	
Change Job	Added a reminder that if the employee is a Graduate Fellow to refer to the job aid Change Job (Graduate Fellow)	Week of: March 30, 2020
Managing Employee Participation in Merit	only the date updated after a review	Week of: March 23, 2020
Merit Process - Maintain Pools	only the date updated after a review	Week of: March 23, 2020
Merit Reports - Compensation Changes and Rewards	updates made regarding reports that have been created to improve the process	Week of: March 23, 2020
Entering Merit Awards	new search feature highlighted	Week of: March 23, 2020
Correct, Cancel and Rescind	Added statement to inform users where to find the new "Correct Cancel and Rescind Reference Guide". The new guide details security roles permissions.	Week of: March 16, 2020
Add a Surviving Dependent	Edited to reflect the updated name of the ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'.	Week of: March 2, 2020
Add Retiree Status	Edited to reflect the updated name of the ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'.	Week of: March 2, 2020
Ready to Retire	Edited to reflect the updated name of the ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'.	Week of: March 2, 2020
Return to Retire	Edited to reflect the updated name of the ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'.	Week of: March 2, 2020
Set up Benefits to Begin Prior to SGIP	The following statement was added to the Important Information section: If the Employee decides to start benefits prior to their SGIP date AFTER you have completed the Benefit To Do's, the process will need to be cancelled or rescinded and restarted.	Week of: February 14, 2020
Death of Retiree	Effective date updated to day after date of death date	Week of: February 10, 2020
Record US Withholding Order for Worker	Major updates to include important information for when a deduction recipient is not currently existing in Workday and provides further clarification on fields	Week of: February 3, 2020
<b>Retired</b>	<b>Replaced by (if any)</b>	

<b>Benefit Partner Corrects a Benefits Event</b>	Edit Benefit Event	Week of: February 10, 2020
<b>Video Help</b>		
<b>New</b>	<b>Description</b>	
n/a		
<b>Updated</b>	<b>Description</b>	
n/a		
<b>Quick Reference Guide</b>		
<b>New</b>	<b>Description</b>	
<b>Understanding Your W-2 (coming soon)</b>	coming soon	Week of: March 23, 2020
<b>Managing the Merit Process</b>	New dashboard highlighted, new reports explained	Week of: March 23, 2020
<b>Correct, Cancel and Rescind</b>	A comprehensive list by security role of business processes that can be corrected, canceled or rescinded.	Week of: March 16, 2020
<b>Custom IDs for Benefits</b>	Updated the name of the Custom ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'. This ID is no longer just used for Retirees and Military Members but now includes all NEBOs and Surviving Dependents.	Week of: March 2, 2020
<b>Deduction Recipients</b>	Discusses the appropriate processes for getting a Deduction Recipient set up in Workday for the purpose of Withholding Orders	Week of : February 3, 2020
<b>Updated</b>	<b>Description</b>	
<b>Leave of Absence</b>	Graphic updated due to text change in instructions	Week of: March 2, 2020
<b>Custom IDs for Benefits</b>	Clarification added for TRS/ORP Override	Week of: February 10, 2020
<b>Benefit Events and Explanations</b>	Edited to include minor changes such as renaming of events and adding information where necessary for coverage and deduction end dates	Week of: February 10, 2020
<b>WebEx Decks/Recordings</b>		
<b>Summer Appointments</b>	Reviews best practices for extending appointments of Faculty and Graduate Assistants into the summer semester and the impacts on insurance coverage. Guidance is provided on best practices for staffing and compensation as well as collaboration between Human Resources, Benefits and Payroll Offices.	Week of: March 30, 2020
<b>Merit 2020 Preview</b>	Overview of what to expect this year during merit including the main points from last year and how those have been addressed	Week of: March 23, 2020
<b>Recruiting Dashboard Enhancements</b>	Explored new features that allow you to view job requisitions, evergreens and recruiting processes with a finer granularity. Demonstrated how reports are pulled faster and easier using new tabs and enhanced filtering.	Week of: March 2, 2020
<b>Workday Release Preview (Spring 2020)</b>	Last week we posted the deck, this week we have also added the WebEx recording	Week of: March 2, 2020
<b>Workday Release Preview</b>	Provides an overview of what to expect from the new Workday release in March 2020	Week of: February 24, 2020

<b>Employee Development Items</b>	Discusses the Development items featured in Workday which allows Managers and Employees to work together to create items to track the growth and development of an Employee's knowledge, skills and abilities. Discusses the difference between Goals and Development Items, how to create and manage Development Items and review available reports.	Week of February 10, 2020
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