FAQs for HR and Payroll Teams: Academic/Academic Appointments

Where do I upload the Case File and Dean’s/Chair’s memo for Hire and Promotion recommendations in Workday?
You should not upload these documents in Workday. They will continue to be sent to the Provost’s Office outside of Workday. However, you should initiate the Hire or Promotion in Workday. The appointments will be approved once the Provost’s Office has approved for your department to make an offer to the candidate.

I have previously (prior to January 2015) sent the Case File to the Provost’s Office and the recommendation has been approved for a New Hire/Promotion/Transfer/Reappointment. How will the process in Workday be sped up to ensure they are not waiting on a Case File/recommendation memo?
When initiating the Add Academic Appointment process for the Primary appointment on the Worker (New Hire/Out-of-track Promotion); Updating the Academic Appointment (In-Track Promotion/Reappointment) – please enter the following in the comment field “This has been previously approved by the Provost’s Office on xx/xx/2014” and the Academic Administrator in the Provost’s office will verify this and approve the transactions without waiting for further documentation.

I have previously sent a Case File to the Provost’s Office but it has not yet been approved. What should I do in Workday?
You should still initiate the transaction in Workday as if you were sending the Case File along with it. Please make a note in the comments section stating “Case File and recommendation sent to Provost’s Office on xx/xx/2014”. This should expedite the process and prevent any miscommunication.

I’m hiring a Visiting Scholar. Do I upload the initial signed agreement by the Chair and the Dean into Workday for approval?
No. You will continue to send the initial signed agreement to the Provost’s Office for approval. Once it is approved, the Provost’s Office will upload a copy into Workday that will need to be printed off and signed by the Visiting Scholar before their record is complete in Workday. You can initiate the Hire in Workday and the Academic Appointment will be approved once Steve Gabel has signed the agreement.

If I’m hiring a Postdoc Fellow (Paid Direct) should I enter compensation on the Propose Compensation step in the hire business process? Where do I send the paper documentation displaying the outside funding?
You will need to remove all compensation components (assignment details) that default in for the Postdoc Fellow (Paid Direct) on the compensation screen. No compensation should be entered for Postdoc Fellows (Paid Direct). Documentation of the start and end dates of the funding should be sent outside of Workday to the Provost’s Office before they will complete the hire process. For more information on how to remove the compensation assignment details, see the Propose Compensation quick reference guide.
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How do I know which job family and job profile to choose for my new Academic hire?
You should search under the “Academic” Job Family Group for the available job families. The job families available should include: Postdoctoral: Fellow, Institute Fellow, Academic: 9 over 12 Pay, Academic: Regular Pay, Visiting Academic: 9 over 12 Pay, and Visiting Academic: Regular Pay.

a. If you are creating a position for a Faculty or OAA who is 3Q – you MUST select either Academic: 9 over 12 Pay or Visiting Academic: 9 over 12 Pay depending on whether the Faculty or OAA is a Visitor or not. If you do not select either of these two job families – the payroll transactions that need to occur for 3Q Academics will not occur.

b. If you are creating a position for a Faculty or OAA who is 4Q – you MUST select either Academic: Regular Pay or Visiting Academic: Regular Pay depending on whether the Faculty or OAA is a Visitor or not. (ALL BSD ACADEMICS SHOULD BE IN REGULAR PAY JOB FAMILIES)

I am creating a Pre-Hire in Workday. What do I need to enter?
If you are creating a Pre-Hire for a job that has been posted in ACO, you will need to enter the minimum requirements for a Pre-Hire (Legal Name and Home e-mail address) as well as Edit the Pre-Hire from the related actions icon and hover over the Talent menu option. Select the Edit Skills and Experience option. Once there – you will need to navigate to the External Work Experience tab and enter their last held or currently held position, where they held it, and the year in which they started (if no Date and Month exists on the CV, use 01/01/YYYY). You will then need to navigate to the Education tab and enter information for the most recent degree completed by the candidate. You will need to fill in the Institution from which they received the degree, the level of degree received, the year received, whether or not it was completed, and the field of study. If a value does not exist, we will create one for you.

If you are creating a Pre-Hire for a job that has NOT been posted in ACO and does not need to be, you will only need to enter the minimum requirements for the Pre-Hire (Legal Name and Home e-mail address). For more information on the Academic Pre-Hire and Hire process, see the quick reference guide.

How do I know who is coming up for reappointment?
You can access the Academic Appointments Ending Within 30 Days report from the Academic Worklet. This report will display a list of anyone who has an Academic Appointment end date that is approaching and the number of days until it ends.

How do I begin a Reappointment in Workday?
First, the Employee Type of the Academic should be determined:
If it is Faculty or Academic (NOT TEMPORARY ACADEMIC) and no salary change is accompanying the reappointment: Navigate to the profile of the employee. On the Academic tab, locate the appointment you are looking to update. On the far right side of the appointment, you will see a button labeled
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**UPDATE.** Use this to begin the *Update Academic Appointment* business process. Make sure the date you are selecting on the first screen of the appointment is the effective date of the new appointment. For example: an appointment ends on 12/31/2014 and the Academic employee is being reappointed with an effective date of 1/1/2015, 1/1/2015 should be used as the effective date.

If it is Temporary Academic – you will need to use the *Change Job* business process to extend the *End Employment Date* on the position OR to change the employee type from Temporary Academic to Academic (if the appointment is extending beyond a year).

I’m hiring someone who has 2 secondary appointments – how do I ensure that they receive all of their appointments?

In the Hire business process – you will add their Primary appointment when the Add Academic Appointment step reaches you.

a. If you are in PSD, SSD, or Humanities and the appointment is for Faculty – a step will be automatically routed to The College to add the collegiate appointment in Workday.

b. All other secondary appointments will need to be communicated with the Academic Partners that are assigned to the Academic Units where the secondary appointment will sit. They will be responsible for initiating all other appointments in Workday. The Provost’s office will not approve your primary appointment until all appointments listed in the case file have been initiated and received by the Academic Administrator.

How should I expect this to change the Contract Letters?

For the first 90 days of this project – you should expect to receive the contract letters in the exact same way you are currently receiving them. You may notice differences in the format but they will still be printed and delivered to you after every monthly payroll has been closed. We will reevaluate the delivery method 90 days after go-live and will notify you with any changes.

What if my Academic employee has an incorrect Academic Unit?

Depending on whether the appointment you’re referring to is Primary or Secondary, you can either perform the *Update Academic Appointment* function (all Secondary Appointments) or (if Primary) direct to the [Workday Knowledge Center](#).

If I move Academic employees in the “Move Worker” business process – how does this impact their Appointments and Academic Units?

Please do not use the *Move Workers* task for Academic Employees (Temporary Academic, Postdoctoral, Academic, Faculty, or Academic Affiliates) without consulting the [Workday Knowledge Center](#). If they are not in the correct organization – you will need to work with Noelle or Meagan to get them appropriately assigned. If you need to separate Staff from Academics – please move Staff out of the Supervisory Organization that the Academics are located in.
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The Track Type I want to select is not available. How do I get this added?
The Track Types that are eligible to be appointed into each Academic Unit have been assigned by the Provost’s office. If it is not available, please contact the Workday Knowledge Center to verify and receive approval from the Provost’s office to add to your academic unit.

I want to see all of the Academic Appointments within my division or within a specific department – how do I look at that?
You will have to have access to the Academic Unit Hierarchy – if you would like to have this access – please contact the Workday Knowledge Center.

What is an Academic Unit Hierarchy?
An Academic Unit Hierarchy groups similar academic units together into a hierarchy. It can have a different name. An example is that The Department of Medicine may have many Academic Units that identify each section (Cardiology, Hematology & Oncology, etc.) but the Academic Unit Hierarchy of “The Department of Medicine” holds all of those units and appointments. It can be reported on and allows someone with a role on the Academic Unit Hierarchy to view all appointments in “The Department of Medicine” instead of looking at each individual unit.

How is an Academic Unit different from a Supervisory Organization?
Academic Units store Appointment information. They are mirrors of Supervisory Organizations but if you have a role on the Academic Unit and not on the Supervisory Organization – you will only have access to view an employee’s Academic Appointment data (no visibility to: Compensation Details, Employment Information, Personal Information, Contact Information, etc.). If you have a role on the Supervisory Organization but not on the Academic Unit, you will not have access to view any current appointment information.

I’m hiring a Graduate Student Lecturer. What employee type do I use?
You should use an Employee Type of Student and you should select the job profile of Lecturer - Academic Regular Pay - X07536 in the job family of Academic: Regular Pay.

When should I use the worker type of Contingent Worker versus Employee?
Contingent Workers can NEVER receive compensation or benefits through payroll. That includes any “stipends” that go through payroll or One-Time Payments/Period Activity Pay. For Academics, you should only use the worker type of Contingent Worker to hire the following types of employees:

a. NorthShore Affiliates
b. Pure Argonne and Fermilab Affiliates (not using the “Part-Time” title) – only the Ranks associated with the “Non-Employee” group.
c. Guest Scientists
d. External Postdoctoral Researchers
e. Any type of appointment that would be in the Track Type of “Non-Employee” in Workday.
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If I end an Academic Appointment – will the worker still be paid?
Yes. The Academic Appointment in Workday is, in no way, tied to compensation. If you need to ensure the employee does not receive compensation you will need to use the Request Compensation Change business process and add/update the Actual End Date on the compensation plan.

How do I change the Actual End Date on the Compensation?
You should use the Request Compensation Change business process and adjust the Actual End Date under the Additional Information drop down under each compensation plan (Term Allowance, Admin Supplement, Housing Allowance, Salary/Academic Plan)

When do I know that I’m okay to make the initial offer to the candidate?
After you have initiated the Add Academic Appointment process within the Hire business process and all Secondary Academic Appointments (if applicable) have also been initiated – the Provost’s office Academic Administrator will approve the Academic Appointments once the Recommendation has been signed off on and you will receive a “To Do” step indicating that you should not proceed until the candidate has accepted the offer. This will be the notification to you that you are approved to make the offer.

For all of the cases we submit through Workday, what is the expected process for those pre-hires that we do not actually hire? Are we supposed to delete the pre-hire record? What are the steps to follow? Who can take these steps?
If the offer to a faculty or academic candidate is declined, an email should be sent to workdaysupport@uchicago.edu with the subject line: Academic: Offer Declined. The email should contain the following information:

- Name of the candidate that did not accept
- Date that the position was declined.
- Any additional information relevant as to why they declined (i.e. accepted another offer)

The last step in the Onboarding Process – Add Period Activity Pay – is skipped at this stage, can I come back to it at any later date to add period activity pay (like summer salary, for example).
Yes, Period Activity Pay can be added at any time. The reason it is included in the hire process (similar to One-Time Payment) is as a “just in case” to make it easier for those that are only being paid through Period Activity Pay and that is known when they are hired (i.e. Graduate Student Lecturers who are paid).
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For reappointments and promotions – Does the same procedure exist outside of Workday as it does today? We send the paper case forward to the Provost Office and wait for approval before Updating Academic Appointment? Or, do we have to submit any reappointment/case materials in Workday? The Update Academic Appointment process in Workday needs to be initiated at the same time the paper files are sent to the Provost’s Office. This will ensure that when the case is approved, it is also approved in Workday (making things easier on the departments instead of always having to enter after it’s approved). Cases and recommendations will still need to be sent to the Provost’s Office outside of Workday. There are no attachments needed in Workday for the reappointment process (unlike the hire process that requires the Search Narrative, etc). All paperwork associated with the reappointment or promotion (in-track) cases are submitted outside of Workday.

For academic hires that should have fixed end dates (i.e. Assistant or Associate Professors who do not yet have tenure, OAAs that are hired for one or three-year terms) – it does not appear that I can enter a job end date when initiating the hire. I see the option in the Add Academic Appointment process, but I’m wondering if it should also be part of the position process. Otherwise, it appears as if the job has no end date, which doesn’t seem right.

This is a bit of a change for the university in how we track academic jobs. The End Employment Date doesn’t show up for any hire in which a “fixed term” Employee Type is not chosen on the position. Non-tenured faculty and academics (excluding Temporary Academics) will not have an end date on the position. They will have compensation Actual End Dates, Costing Allocations End Dates, and End Dates on their Academic Appointments. The Provost’s Office will not be reporting on End Employment Dates for anyone other than Temporary Academic employee types (this employee type should only be used for those with appointments less than a year – i.e. Lecturers or Adjuncts where you want their ID privileges cut off concurrent with the end of their appointment).

Will the academic case be pushed back by the Provost Office if compensation Actual End Date or Costing Allocation End Date isn’t entered? What are we expected to enter for the Compensation Actual End dates? For example, if we hire an assistant professor for an initial 3-year term, is the comp end date three years from the hire date?

The Compensation End Dates are more for the department/division’s benefit. The Provost office will only verify the Academic Appointment end dates. It is best practice to match up all end dates in Workday. For example, the Assistant Processor should have the same end date on the compensation Actual End Date, the Academic Appointment End Date and the Costing Allocations End Date. These three dates should always be maintained when processing a reappointment or promotion.

For reappointments and promotions that are accompanied with a salary increase, how should the compensation be entered?

During the Change Job business process, the Propose Compensation sub-process will appear. The corresponding compensation change should be entered at this point. Change Job should always be used regardless of whether the change is for a reappointment, in-track promotion or out-of-track promotion. If reappointing and using the Change Job reason of Data Change:
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*Change End Employment Date*, the *Request Compensation Change* business process will need to be initiated separate from *Change Job*. For more information, see the [Change Job (Academic) quick reference guide](#).

**How does the Workday process differ between in-track Promotions and out-of-track promotions?**
For in-track promotions, the *Change Job* process should be initiated. During this process, the *Update Academic Appointment* process will appear. This is where you will indicate the start date of the new rank as well as the new end date.

For out-of-track promotions, the *Change Job* process should be initiated, however before initiating *Change Job*, there must be a new position created in the supervisory organization first and submit the full extent of the Case to the Provost’s Office outside of Workday. The *Update Academic Appointment* step will still appear in this case, however it should be skipped. The process will instruct you to ensure that any academic appointments that need to be ended should be ended outside of the *Change Job* business process and that any academic appointments that need to be added, are added. In this case, you would be ending the track of the former *academic appointment* and adding a new *academic appointment* to reflect the track and rank of the new position.

**How do I distinguish tenure status in Workday?**
Tenure status is an attribute that sits on the *Academic Appointment*. To view the *Academic Appointment*, you can navigate to the employee’s profile and view their tenure status on their appointment.

**How can I view secondary academic appointments?**
There are two ways to view academic appointments. The first is to navigate to the *Academic Unit* in which the individual has an *Academic Appointment*. All academic employees who have an *academic appointment* in that *Academic Unit* will be listed. To see more information about their secondary appointments, navigate to the worker’s profile, by clicking on their name. The first tab that will appear on the profile is the *Academic* tab and will list all appointments belonging to the worker.