Workday 22 - When and What?

**When?**

Workday will be upgrading to Workday 22 on April 18-20, Easter Weekend. As such, Workday will be unavailable to campus users as of 5 pm on April 18th. Since Workday 22 is being released on a holiday weekend, the university's desire to allow staff to celebrate the holiday as they wish could extend the transition work into Monday, April 21st. On Monday, April 21st Workday may be unavailable to campus users. Please plan your work accordingly. We will inform you as soon as Workday is available again for your use. If you have any questions or concerns, as always, please feel free to contact the Workday Helpdesk at 255-8828 or hrpayrollsupport@cornell.edu.

**What?**

We know many folks are anxious to learn the impact of this update, particularly with the busy season soon approaching. Good news, Workday 22 will contain only a few changes, all positive. We will be sharing detailed documentation later this week but in the meantime, at a high-level, Workday 22 will offer the following changes:

- Ability to copy Costing Allocation rows
- Updates to Emergency Contacts, may be initiated by Self or HR Partners
- Availability of a new Inbox Worklet
- A Few Other Miscellaneous Changes

Understanding the Payroll Process

As we look forward to the high volumes of the summer months, we are examining ways in which we can work smarter, not harder. There were many lessons learned from last year, some resulting in best practice recommendations around the payroll process, such as:

**Important - Best Practice Recommendation:**

- During payroll processing time, we ask that you do not approve (successfully complete) any current or retroactive HR events in Workday for the impacted pay group. If you discover a situation after the campus deadline but before payroll has been confirmed where an employee could be paid incorrectly (ex. delay may create an overpayment), please contact payroll at 255-5194 for assistance.

Others best practices include:

- Avoiding Retroactive Events, as able.
Managing Your Unpaid Positions

As explained recently in our Auto Assign Pay Group Procedures (https://www.hr.cornell.edu/workdayCommunications/HCM%20job%20aids/auto_assign_paygroup.pdf), when an employee is appointed to a position that will not receive pay, the pay rate type should always be set to non-paid. Why?

If a non-paid employee shows as either a salary or hourly pay rate type, the following may happen:

- The employee may be able to enroll in benefits options for which non-paid employees are not entitled.
- The employee may begin to accrue Vacation and HAP time.
- Each pay period a $0.00 check will be generated.

Currently there are only three job profiles that are set up as non-paid pay types:

- Cornell student JM (placeholder) job
- Visiting fellow
- Post doc fellow

As such, there are times when an academic job defaults as salary and should be changed to non-paid. For example, if a department needs to hire a non-paid visiting scholar, when they enter the job profile, the pay rate type will default in as salary, but because this will be a non-paid job, they need to change the pay rate type to non-paid. Then when the business process gets to the step to assign pay group, it will automatically default as non-paid pay group.

If you need to pay an employee in a non-paid position, an additional job must be created. Why? Non-paid positions are not pulled into payroll and thus cannot pay out any compensation. For example, you need to pay an allowance (ex. honorarium), initiate an Add Additional Job, then add the allowance. For one-time payments, you can then enter the End Additional Job immediately following the Add Additional Job event.

Note: Next month at our Diving Deeper Leadership meeting, we will be looking at case studies to better understand different situations of when non-paid pay types should be used.

Workday Reports

If you are in a HR Partner, HR Lookup or Senior HR Partner role, please checkout the following recently published reports:

- Business Process Reports - What/Who/Why
  - Business Process Transactions by Supervisory Org and Effective Date Range
  - Business Process Transactions by Supervisory Org and Initiated Date Range

Trending Reports (accessible via the Workforce Planning Dashboard off of the main menu)

- Hires and Terminations (realtime, drillable data)
- Transactions (realtime, drillable data)

If you have questions, comments or concerns on these reports, please feel free to contact Seth Brahler at spb32@cornell.edu or 255-9696.

An Update from the Onboarding Center

Scheduling an Onboarding Appointment (change):

There has been a slight change in the onboarding calendar. When an HR person schedules an onboarding appointment for a new hire: log in to www.hronline.ohr.cornell.edu/onboarding (http://www.hronline.ohr.cornell.edu/onboarding) and go to View and Manage Appointments to schedule an appointment. The change is that you can now type the person's name followed by the net ID of the person who scheduled the appointment, click Add next to the box where you entered the information. This is helpful to the onboarding staff to know who the person is that has the appointment and who scheduled it. This change will eliminate calls and emails by the department.
and onboarding, and having to go back into the calendar to enter the person's name once the net ID is established.

We prefer that the employee make their own appointment but realize that isn't always possible. Nothing has changed for the employee when scheduling an appointment. After activating their net ID they are directed to their orientation page, they click on "Schedule an Appointment" and the calendar comes up; when they click on the appointment time they would like it populates their name. Once scheduled, a confirmation email goes to their Cornell email account, the Onboarding email box, and their HR Initiator. If their email account is not set-up they will not receive a confirmation.

In case there is a change in an appointment or you need to cancel an appointment, click on the blue x next to the employee's name and it will be deleted from the calendar.

A Few Important Reminders

**Cross-Company Mismatch**: HR folks, please review the new Cross Company Org Mismatch report if you have not done so already. Again, the accounts type (Endowed and Contract) must correspond with the company type listed on the position for compliance reasons.

- If you find that the wrong company is identified on the position please do not change the company if the position is filled. Please create a Workday ticket via the hrpayrollsupport@cornell.edu, with the subject of Cross Company Org Mismatch. We will work with Benefits Services to analyze the impact and be in touch with you on next steps. Please do not make any changes in Workday until directed, regardless of the position.
- If the position is vacant or there is an incorrect account listed, please feel free to make the appropriate change, as needed.

**Check Kronos Hours First**: We have had a couple of instances where an End Job or Termination Event was processed but the employee had hours approved in Kronos after the effective date. These situations can get messy to undo so, as a reminder, if you have a non-exempt employee who is ending a position, please always check Kronos first before proceeding.

**Training for Summer Graduate Student Appointments**: We will be offering two training sessions to guide users through how to appoint graduate students. New users should attend the "Workday Training – Entering Graduate Students Appointments in Workday" session offered on Monday, April 21st (12:30-4:30) and for those interested in a refresher, there is an abbreviated session April 22nd (2:30-4:30). Both sessions will be held in the East Hill Plaza, DFA Training Room. To register, please click here: Training - Graduate Student Appointments Registration (https://cornell.qualtrics.com/SE/?SID=SV_a4PuZ8ovyaUrNh7).

**Transitioning from Student to Non-Student**: Workday will automatically terminate graduating students via an automated process on 5/21/14, with an effective of 5/28/14 for hourly students and 5/31/14 for graduate students. DO NOT transfer a student to a non-student position prior to the termination. The Workday Helpdesk must confirm the student has graduated and then beginning 5/29/14, they can flip the 'Eligibility Flag' allowing you to hire them. **BEST PRACTICE**: As soon as possible but prior to 5/28/14, contact the Helpdesk with a list of graduating students you anticipate hiring into non-student positions.