What’s New with Workday?

The recent upgrade to WD21 is complete! As of Monday, December 16th we are now using WD21 functionality which includes:

- A number of updates to Costing, including costing history displaying in the Worker History tab, and cost center now is a system-required field.
- Pay groups for employees with multiple jobs now display the correct value and a workaround is no longer used.
- A new leave type and an associated semi-monthly allowance entitled “Worker’s Compensation – Partial Return” is available.
- Electronic I-9’s will once again have bio-demo date auto-populated in Section 1 of the I-9.

Please feel free to reference What’s New Workday 21 for further details.

And finally the Workday Team can preview the system’s new Visual Redesign (fresh coat of paint) in early January. We will immediately begin evaluating the impacts of the change and partner with HR Council to determine an appropriate roll-out date. We will send out a follow-up communications once the roll-out date has been determined.

What’s New in Reporting?

The following are additions in the Reporting area that include:

- A new report, Service Awards Report, which returns employees by supervisory organization who within the fiscal year 2014 will have 5, 10, 15, 20, 25, 30, 35 or 40 plus years of service. Each year this report will be updated to align with the fiscal year and is available to those individuals with either the role of HR Partner or HR Partner Lookup.
- A new audit report, Graduate Student Appointments, available to aid in monitoring graduate student appointments. To ensure an accurate paycheck for 1/15/14, all appointments must be correctly entered and approved by end of business on January 6, 2014. By running the report, users can verify the Effective Date, Compensation Expected End Date, End Employment Dates and Costing Data are accurately reflected in Workday. Please reference the Student Employment section below for more detailed information.

Should you have questions regarding this or other reports, please feel free to contact the Workday Help Desk (607)255-8828 or hrpayrollsupport@cornell.edu.

Budget Season Prep - Data Clean-up

To prepare for the approaching budget season, we recently enlisted the help of college and unit HR and Finance leaders to review and clean-up essential budget-related data (cost center, budget flag, kfs organization). As a reminder, please be aware of the approaching deadlines. If you wish to:

→ Update the spreadsheet with the missing and/or correct values and send it back to the Workday Operations Team via the Workday Helpdesk, please send by tomorrow 12/20/13, or
→ Enter the missing/updated values directly into Workday, please update by 1/3/14.

As always, feel free to contact the Workday Helpdesk at hrpayroll@cornell.edu or 255-8828 if you have any questions.
The new audit report, entitled **Graduate Student Appointments**, is now available to review graduate student appointment data. The report is available to: Management Partner, HR Partner, Student Management Employment Partner, Student Employment Partner, HR Lookup or Business Administrator. If you have trouble accessing the report, please feel free to contact your college HR office to review your role assignments.

To ensure an accurate paycheck for 1/15/14, all appointments must be correctly entered and approved by end of business on **January 6, 2014**. By reviewing the report now, you can avoid any potential errors. What are you specifically looking for:

- **Are the End Employment Dates accurate for your student population?**
  
  → If the student(s) has an End Employment Date of 12/31/13 or earlier and should be extended (either in their current title or a different title), the student(s) must be extended in Workday immediately.
  
  → If you are aware of another graduate assistantship that has not been entered into Workday, please enter all of your Add Job events in Workday immediately.
  
  → If the student(s) has an End Employment Date of 12/31/13 or earlier and they are not continuing on for the spring, the Workday Team will automatically process an End Additional Job action. This will not occur until after the January 6, 2014 deadline. An additional reminder communication will be sent prior to any action.

- **Are the Effective Date and the Compensation Expected End Date the same date?**
  
  For example, if a student has been extended to 5/15/14 but their compensation expected end date is still 12/31/13. The student will not receive a paycheck on 1/15/14. This appointment must be corrected as soon as possible to avoid any negative consequences to the student.

- **Does the students’ compensation appear correct?**

- **Review all other data, including the students’ job profile, and costing accounts/dates.**

If a change is needed and you are unsure of the necessary action, please contact Amy Parmley (5-6895) with any training questions or the Helpdesk (5-8828) to review specific student situations. Also, there is still one open lab: **1/6/14, 9-12 (DFA Training Room)**.

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**Supporting the Pay Cycle**

**Workday Helpdesk Hours**: A slight change in the help desk schedule to ensure that our team can participate in holiday celebrations.

→ **Today (12/19)** – The help desk will close at noon so that all staff can attend the HR and Safety Services Winter Gathering.

→ **12/24** – The help desk will close at noon to allow staff to head home to their families for the holiday break.

**New Kronos Pull Time**: Please read the following message recently sent out by Payroll to all Pay Representatives:

The Kronos Daily interface will be changing from 8pm to 7pm due to timing issues with the department running it. This is required for Winter break and was requested moving forward. We will keep to this new schedule thru the new year. This new time will allow the lengthening nightly job to be run without sometimes incurring overtime for the people processing each night. We can revisit this time again if it impacts future hiring rushes.

If anyone has an issue or concern about the new time continuing after winter break, please let us know at Kronos@cornell.edu.
Reminders, Tips and Tricks

**Duplicate ID’s:** When campus users identify a potential duplicate employee or applicant record, please submit contact the Workday Helpdesk at hrpayrollsupport@cornell.edu. This request will ensure that the potential duplicate record will be identified, researched and possibly deleted to maintain clean data within Workday and other systems across campus.

**Future–Dated Events:** Please keep in mind that future-dated events will not display on the employee record until the date has become current. An example of this would be Primary Job Switch. When a future-dated Primary Job Switch is initiated and completed, users will not see this reflected until the future event becomes current.

**Retirees in Workday:** For employees who are planning to retire, Management Partners should make sure to remove the work phone numbers from Workday before initiating the retirement transaction. If you don’t remove them, they will still show in the Cornell University search. Current employees who acquire the recycled phone number may get calls for the retiree. If the retiree has already been submitted, you may contact the Workday Helpdesk to get them removed. We are working to resolve this for the future.

**Assign Organizations/Change Organization Assignments:** Many times there are Custom Organizations that are placed on an employee record for reasons used by Central HR. Should you see a Custom Org and are unclear as to what it is intended for, please be mindful not to change or remove it. For example, Custom Organizations such as Benefits or 9/18 are used for benefit purposes and eligibility.

**Helpdesk Tickets in Remedy:** The Helpdesk team does their best to resolve issues in a timely manner, however, they would like to remind users that priority must be given to situations that are impacting the current payroll. We thank you for your patience.

Business Process Updates

There have been no recent configuration changes other than those that came with Workday 21. Please take a look at What’s New Workday 21 to reference specific changes.