Based on customer feedback, the following changes have been made to Costing Reports:

<table>
<thead>
<tr>
<th>Report</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Costing Default and Overrides Audit</strong></td>
<td>Removed false positives.</td>
</tr>
<tr>
<td><strong>Worker Costing Allocation by Employee</strong></td>
<td>Existing report that returns both current and historical costing row(s) for the employee.</td>
</tr>
<tr>
<td><strong>Worker Costing Allocation by Employee - Current</strong></td>
<td>New report which returns only the current costing row(s) for the employee.</td>
</tr>
<tr>
<td><strong>All Worker Costing Allocation</strong></td>
<td>Existing report that returns both current and historical costing row(s) for the employee.</td>
</tr>
<tr>
<td><strong>All Worker Costing Allocation - Current</strong></td>
<td>New report which returns only current costing rows.</td>
</tr>
<tr>
<td><strong>CU Worker Costing Allocation by Employee</strong></td>
<td>Removing this report because it's redundant.</td>
</tr>
</tbody>
</table>

In addition, a new Worklet: **Custom Reports by Category** is now available to help you find custom reports. Clicking on a report category within the Worklet will display the report name, who has access, fields, description, and who built it.

To enable the Worklet from your Workday landing page:

1. Click **Configure This Page** at the bottom of the screen.
2. Under **Optional Worklets**, click the symbol and search for **Custom Reports by Category**.
3. Click **OK** and the **Custom Reports by Category** Worklet will now appear.

Should you have questions regarding these or other reports, please feel free to contact Seth at spb32@cornell.edu.
LEAN Process Improvement for Student Hiring

Help is on the way! The LEAN process improvement effort for student hourly and graduate assistantships is well underway. The process improvement team—composed of representatives from various colleges and central offices across campus—is charged with reengineering the student hourly and graduate assistantship hiring process such that a student can be appointed and eligible to work within 30 minutes of acceptance of the offer.

The current process and associated pain points have been documented and revealed several improvement opportunities such as:

- The Form I-9 process
- Student eligibility & hold
- Communication
- Business practice or system enhancement
- Time collection, and
- Security

The team is committed to making impactful improvements as soon as possible, with some relief occurring for spring hiring, and hopefully major relief by summer. A big thanks for the collaborative efforts and hard work of all those involved in this initiative! We would be happy to hear any comments or suggestions you may have.

Please feel free to email your comments for the graduate hiring process to Mary Linton at mdl1@cornell.edu or comments for the hourly student process to Judi Novitski at jms58@cornell.edu.

Primary Job Switch Update

Primary Job Switch has been enhanced so that departments can process the switch sooner than they were able to in the past. Stay tuned as more information will be coming soon.

You will now be able to switch a worker’s primary job in a period when the worker has no pay results for the current or proposed primary job’s pay group, regardless of whether or not other workers in those pay groups have results. Workday also prevents primary job switches when payroll processes are running.

Note: The system does not allow retro Primary Job Switches due to benefit and payroll implications. Therefore, once a payroll is confirmed, those pay period dates cannot be used for a Primary Job Switch.

Workday 21 Update

As you know, Workday 21 is just around the corner. Originally, the new user interface ‘the fresh coat of paint’ was scheduled to be included as part of the Workday 21 release. We recently heard from Workday Inc. they have decided to separate Workday 21 from the new Visual Redesign. Cornell will be given the option of deploying the new user interface anytime from the end of January through the first half of April. We will send out a follow-up communication once we determine our roll-out date.
**Onboarding Update**

Beginning November 20th, you will see changes to the Onboarding Scheduling Calendar. In the future, when the Onboarding Center experiences a busier workload, and appointment times are added to the calendar, you will be able to see those times and new hires will be able to schedule their own appointment during those times.

The link to the Onboarding Schedule and List of Appointments can be found [here](#) and is now titled View and Manage Appointments.

If you have any questions, please contact the Onboarding Center at 255-2899.

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**Spotlight Series Tutorials**

Two new Spotlight Series tutorials have been produced and are out on the Workday website. We encourage you to view as each provides a helpful summary and review of information on the following topic areas:

- **Addresses, Location and Directory Information** - identifies specific fields in Workday and how they work with other systems across campus.
- **Understanding Service Dates** – includes conversion information from PeopleSoft and identifies each of the service date fields and how they are used in Workday.

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**Payroll Updates**

**Transfer Cross Company and Needed W-4’s:** When an employee transfers to cross company (Endowed to State or vice-versa), a new W-4 is needed. The following options are available:

<table>
<thead>
<tr>
<th>If....</th>
<th>Then....</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no changes to the employee tax card,</td>
<td>The department rep may request Payroll make the transfer or update the tax card on behalf of the employee.</td>
</tr>
<tr>
<td>The employee wishes to make a change to their tax cards,</td>
<td>Payroll requires a new withholding form.</td>
</tr>
</tbody>
</table>

**Note:** Federal tax cards can be processed via self-service, please read [here](#) for further information. State tax cards have to be filled out hard copy and sent to Payroll, and state withholding forms can be found [here](#).

**Holiday Pay Periods Fast Approaching:** The pay period ending December 11, 2013 includes the Thanksgiving holiday period of:

- **November 28th** and **November 29th**

**Note:** As you review timecards for this pay period, please be sure that time worked on the holidays is recorded correctly. Winter Holiday Break will be fast approaching as well. Please be mindful of pay calendar schedules and campus deadlines. The Payroll office will be performing compressed payroll processing during both holiday periods.
Payroll Updates (con’t)

The University Policy 6.9 Time Away from Work allows employees who work on a holiday to choose from 3 different Holiday Pay Options at:

- 1.5 times the hourly rate, plus 1.0 comp time (This is the default pay for most employees who work on a holiday), or
- 1.0 times the hourly rate, plus 1.5 comp time, or
- 2.5 times the hourly rate, with no comp time

If an employee chooses a holiday pay option other than the default 1.5 pay + 1.0 comp, the employee, supervisor or pay rep will need to transfer the shift to the appropriate work rule option on the timecard.

For employees of the Cooperative Extension Association, individual association policies apply for payment of holiday time.

Additional information and procedures are available in the Recording Time Worked on a Holiday manual and the Kronos How-to-Guides. If you have questions or problems, please email Kronos@cornell.edu.

Time Off, Accrual Eligibility and Leaves

Accrual eligibility and Non Paid Employees: Several fields are looked at when determining eligibility for accruals, including paygroup. Accrual eligibility is impacted if the correct paygroup is not assigned to the employee and therefore accruals could be generated in error. As a result, all Non Paid employees should be assigned to a Non Paid paygroup.

Supplementing on Parental Leave AND Holiday Pay:

If an employee is supplementing a parental leave, then the employee receives holiday pay for any holidays that occur during the same pay period they are supplementing.

- If the employee was on the four week half-pay Parental Leave funded by the university benefits pool, then an additional step is necessary to distribute the costing accordingly between the G98 account and the department account for the holiday. Note: Remember costing is currently charged by pay period.
- Otherwise, either the number of days taken for time off or allowance $$ may need to be adjusted based on the situation.

For example:

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| The employee was planning to fully supplement for the whole pay period to get a complete check, | • They would simply adjust the number of time off days taking into account the holiday pay.  
• No changes would be needed to the allowance amounts. |
| The employee was planning to partially supplement during the pay period, | • The allowance amounts may need to be adjusted to account for full holiday pay.  
• Obviously they would not deduct any days from their time off for holidays. |

Note: In general the HR representative should ensure that they days off and the allowance $$ are in sync and reflective of the holiday pay.
Leaves: CORRECTION on NYS DBL:

- NYS Disability – In the previous e-Newsletter, we mistakenly gave incorrect information about the use of the leave type pertaining to NYS Disability. This leave type should be used by Management Partners to initiate a leave event when the employee is an active temp without benefits. NYS Disability questions can be directed to Medical Leaves Administration at 5-1177.

Emeritus Procedures

Recently, the job aid for Hiring as Professor Emeritus/Emerita was finalized and updated on the Workday website. A few highlights of the procedures include:

- **How will the emeritus status be recorded in Workday?**
  HRIS/Operations staff is responsible for granting emeritus status in Workday, once notification has been received by Academic Unit HR, Mike Esposito. The AIS entry pertaining to grant emeritus status will also be done centrally by HRIS/Operations.

- **If an Emeritus faculty member is “rehired”, who is responsible for generating those events in Workday?**
  Hire Initiators, Management Partners and/or HR Partners will be responsible for initiating and approving the hire events of emeritus faculty members who have been “rehired” in an appointment (using the emeritus or emerita title) in paid or unpaid renewable positions for up to one year at a time.

- **What about the AIS entry by the Academic Initiator?**
  The AIS entry for “rehiring” emeritus faculty members will need to be completed by the Academic Initiator once an email notification (this will confirm the granting of emeritus status has been entered in Workday) is received from HRIS/Operations. Once received, the Academic Initiator within the college/unit may record the event in AIS.

As always, if you have any questions please feel free to contact the Workday Help Desk at 255-8828 or hrpayrollsupport@cornell.edu.