

September 3, 2024

Good evening HCM Action Initiators,

This newsletter is designed to share information and provide assistance for Workday HCM processes, processing timelines, frequently asked questions, tidbits and other information. We are making progress in providing an additional way of sharing information using the SU Workday webpage. Please bookmark this page as a quick reference for HCM process questions.

Training

We have a new presence on the SU Workday webpage in the subheading [HCM Training Resources](#) located on the left-hand menu. On this page you will find the Job Aid Supplements for Student Hire and Adjunct Contract Scenarios. Additionally, the page will include the HCM Update Newsletters from HR (to-date July 18 and July 29) and we hope to add some additional processing timelines and other helpful information soon.

Workday consultants have been holding virtual

for details. If you have not already attended, please consider attending as it has been a great learning experience for not only technical guidance but learning about other situations your colleagues are navigating.

Last week, MD Connect sent a Workday Training Now Live email which includes links to Job Aids/Videos, a

hours. For Adjuncts, the default is 20 hours however, if you know the actual work hours it would be best to enter it here as well as on the PAP.

Please note, if the transaction is effective prior to the payroll period in which the transaction reaches the above HR PACS approval step date, there may be an additional delay in processing. During the payroll (Regular or Contractual) processing week, the Wednesday through the following Monday is a "no changes" period. Given HR and Payroll are sharing the same live data system, the "no changes" period is necessary for the payroll process to run without interruptions, which may cause payroll errors. In these cases, the transaction may be delayed by another entire payroll period cycle.

Tidbits

Crosswalk PeopleSoft Employee Type to Workday Employee Type

Workday	PeopleSoft Pay Group	Description
	001	

Regular

Exempt CI/Temporary Fixed Term staff positions are assigned to N80GAW General Associate and must be paid by the hour. The minimum hourly rate is the minimum of the USM Exempt Pay Structure. For July 1, 2024 the hourly amount is \$21.55 per hour. If paid by stipend, the compensation must meet the FLSA Fee Based minimum salary. Please review with HR prior to processing to ensure FLSA compliance. The Job Code for Exempt Stipend CI/Temporary Fixed Term positions is N80GAWA General Associate (stipend).

We welcome your feedback to humanresources@salisbury.edu as we move through the implementation stabilization phase. Additionally, if there is a specific topic you would like included, please also email humanresources@salisbury.edu and we will work it into the next edition.

For information on required training, types of training, what's changing and more, visit the official [Workday project website](#).

Thank you,

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