|  |  |  |
| --- | --- | --- |
| Transaction | HR | Department |
| Per Diem Hires |  |  |
| * Who keys appointment?\* | X |  |
| * Who keys compensation information? |  | X |
| * Who uploads documents to Workday? |  | X |
| Out-of-cycle compensation changes |  |  |
| * Who keys the compensation change? |  | X |
| * Who uploads document to Workday? |  | X |
| Adding an administrative appointment\* |  |  |
| * Who keys the updated information? | X |  |
| * Who uploads the documentation to Workday? | X |  |
| Adding an administrative supplement |  |  |
| * Who keys the updated compensation information? |  | X |
| * Who uploads document to Workday? |  | X |
| Change in Hours |  |  |
| * Who keys the compensation change? |  | X |
| * Who uploads documents to Workday? |  | X |
| Faculty Leaves |  |  |
| * Who keys leave status? | X |  |
| * Who keys the compensation change? | X |  |
| * Who uploads documents to Workday? | X |  |
| Faculty New Hires |  |  |
| * Who keys the appointment information?\* | X |  |
| * Who keys the salary? | X |  |
| * Who keys the moving bonus? (paid as initial sign-on bonus) | X |  |
| * Who keys the sign-on bonus? (paid in first check) | X |  |
| * Who uploads document to Workday? | X |  |
| Faculty resignation |  |  |
| * Who initiates termination? |  | X |
| * Who end tracks the appointments?\* | X |  |
| * Who ends compensation? |  | X |
| * Who uploads document to Workday? |  | X |
| Faculty Retirement |  |  |
| * Who initiates termination? |  | X |
| * Who end tracks the appointments?\* | X |  |
| * Who ends compensation? |  | X |
| * Who adds retiree status? | X |  |
| * Who uploads document to Workday? |  | X |
| Ending Administrative Appointments |  |  |
| * Who removes the appointment information from Workday?\* | X |  |
| * Who keys the compensation changes? |  | X |
| Faculty Bonuses |  |  |
| * Who keys the bonus into Workday? |  | X |
| * Who uploads document to Workday? |  | X |

\*Appointment definition = Academic appointments listed on the appointment tab in Workday