|  |  |  |
| --- | --- | --- |
| 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