

University of Washington
Faculty Council on Benefits and Retirement

April 27th, 2015
2:30 pm – 4:00 pm
Gerberding 26

Meeting Synopsis:

1. Call to order
 2. Review of the minutes from November 24th, 2014, and January 26th, 2015.
 3. Nominations for 2015-16 FCBR chair
 4. HR/ payroll replacement project / Bill Kirst
 5. Good of the order
 6. Adjourn
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1) Call to order

Emery called the meeting to order at 2:32 p.m.

2) Review of the minutes from November 24th, 2014, and January 26th, 2015.

The minutes from November 24th, 2014 were approved unanimously as written. The minutes from January 26th, 2015 were approved as amended.

3) Nominations for 2015-16 FCBR chair

Emery explained that the council will have a new chair for the academic year of 2015-2016, and he asked that members communicate any nominations for a new chair by way of email. The new chair of the Faculty Council on Benefits and Retirement may be a faculty member already serving on the council, or may come from outside the council, he noted.

Emery noted an email would go out to the group with a request for nominations.

4) HR/ payroll replacement project / Bill Kirst

Bill Kirst (Organizational Change Manager, HR Payroll Modernization) was present to showcase the new HR Replacement Project to the council and answer any questions.

Kirst exhibited the new HR website *Workday* – which he explained is a new, integrated Human Resources and payroll system will replace the current 30+ year-old mainframe payroll system. This change will include a new Employee Self Service (ESS) portal for faculty/staff to access a broad range of information about their employment including retirement and healthcare benefits as well as vacation and sick leave (for staff). This will replace the current ESS (accessible through the *MyUW* website) as the main employee web-portal for university faculty and staff to access all of their work related information, and update/change their benefits when necessary. The current project website can be accessed through the URL: myworkday.uw.edu – and this may be the URL when it is finalized. Kirst explained the website will be made available in June 16, 2016.

Kirst noted there are widget-like icons on the new HR system called “worklets.” These can be utilized to access an array of available Workday functions, or to access all of the pieces of an employee’s work-

related information. He noted the worklets can be configured and moved around to different areas on a user's *Workday* homepage, allowing for individual personalization of each faculty or staff member's homepage portal.

Kirst explained that in *Workday*, personal contact and work contact related information can be easily edited or updated. He explained that when filling out new information in the system, if there is a "submit" button, which is green, the information to be changed is part of a business-related process, and will require that it be reviewed by all relevant campus departments before changes become final. Kirst then demonstrated how to conduct various processes within the *Workday* system, including how to add an emergency contact, how to add a beneficiary, and how to change one's benefits.

He added that the training team will be developing video tutorials that will be accessible through *Workday* which will provide useful walkthroughs for the various processes. He also demonstrated that *Workday* enables users to search for functions, tasks and people rather than manually clicking through various tabs. Kirst explained for example that changes to employee monthly costs subsequent to a benefit change are immediately shown for the user to review. This is one of the benefits of *Workday* as an integrated system.

A member questioned if it is possible to change medical plans through the *Workday* system. Kirst explained that it is not. Note from K. Dwyer: The *Workday* portal will be used for new faculty/staff to enroll in their full range of benefits; for current employees to make updates/changes as allowed under the rules for the various benefits (e.g. add a newborn; add a spouse) and during the annual open enrollment changes to the medical/dental plans will be made via *Workday*, rather than the state's portal.

Kirst explained a lot of the functions on the website will act as substitutes for filling out print forms.

Kirst noted users also have a *Workday* inbox, which provides useful notifications to users when their personal information has been changed, among other things. Kirst also added that if a user's changes require review, the process has been made completely transparent, and the user is able to see which department their requested change is awaiting action on, if any. He explained the same goes for requests for leave.

Kirst explained that despite conversations around moving the university to a bi-weekly pay schedule, it has been decided that the existing semi-monthly system will remain in place.

Council feedback

The council expressed concern that the new website would replace the MyUW Employee Self Service (ESS) portal option, as ESS stores pay slips for a rolling two years. Council members explained this function has been very useful during tax season. Kirst noted this is likely a question for the Office of Records Management of the extent to which past tax records will be stored. He explained that *Workday* is not records management software. UW Payroll Office is responsible for tax documents, and will continue to make historical documents available for an appropriate period of time according to IRS requirements.

When asked about who will be given profiles on *Workday*, Kirst explained that anyone who receives a paycheck from the university will have a profile and be able to access their information on the new system.

After question from the council, Kirst explained it is possible to change the number of dependents on your profile (amend your W-4) for tax purposes. He noted this is a business-related process and requires review from the Payroll Office before implementation. The processes will be performed through Employee Self Service in Workday through onboarding and employee profile changes.

There was question if retirement information will be included in the new system. Kirst explained the answer is yes, and the information will be available through a “worklet,” to be assigned to the user’s homepage.

The council noted the settings button on the website for personalization and homepage configuration was too small and almost unnoticeable.

Emery asked for any additional questions, to which there were none.

The council thanked Kirst for presenting the new HR portal, and he left.

5) Good of the order

Emery noted there will be an update on the legislative session in the next council meeting, wherein any updates will be given on possible effects to benefits or retirement options for UW employees.

6) Adjourn

Emery adjourned the meeting at 4:00 p.m.

Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present: **Faculty:** Robert Breidenthal, Ashley Emery (chair), John Mittler, Gowri Shankar, Russell Fernandes

Ex-Officio representatives: Brady Begin, Alison Navarrete, Charles Chamberlin

Guests: Bill Kirst

Absent: **Faculty:** Gail Joseph, Stephan Siegel, Susan Spieker

Ex-Officio representatives: Thomas Deardorff

President’s designee: Mindy Kornberg