

# Senior Business Administrators

Workday Update

Date: 2/17/2021

# Agenda

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## Topic

## Presenter

- Closing of Positions and Requisitions Chris Blickley
  - Auto Terminations Chris Blickley
  - Student Employment Management System Transition into Workday Matt Sessa
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# Closing of Positions and Requisitions – Situation

## 26,500 Open Positions in Workday

- Staff: 2,931
- Academic: 3,062
- Post-Docs: 949
- Students: 14,724
- Temporary: 4,401
- Courtesy: 416

85% open for longer than 120 days

Position reporting and analysis...

Difficult to impossible to do because of the number of open positions.

# Closing of Positions and Requisitions – Solution

Positions that have been open for longer than 120 days will be **automatically closed**, along with any associated open requisition.

## Exceptions

- Staff positions that have an open requisition will NOT be closed.
- Academic positions will follow a 180-day rule.
- Positions and/or requisitions that are frozen will not be closed.

Coming soon...

Guidance and communication on “freezing” both the requisitions and positions. This can be used if the position will be filled in the future.

# Auto Termination – Situation and Solution

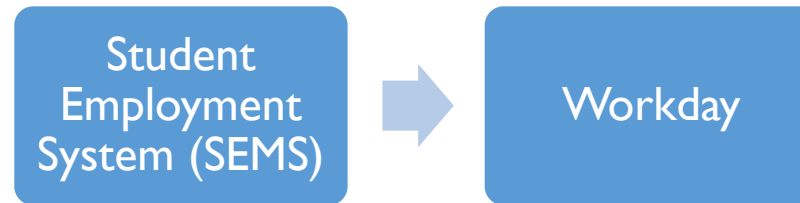
- Before Workday, PennWorks had a process to “auto-terminate” employees who had not been paid in 4 or more months (with some exceptions).
- Workday does not currently have a similar automated process.
  - Number of employees not being paid continues to grow:
    - 4,900+ Positions
    - 4,100+ Employees

**Rules are being developed to re-institute an auto-termination process in Workday.**

- **Academics will likely be treated with different rules than those of other populations.**

Coming soon...

Guidance and communication, likely towards the end of this fiscal year



**Student recruitment and hiring for work-study and student worker jobs\* will take place in Workday starting March 29, 2021\*\***

Integrates recruiting, hiring, time tracking, pay, and reporting in one system of record

For Hiring Managers

- Post jobs to student-specific career site within Workday
- Use Workday to extend offers
- View student eligibility for work-study
- Automatic notification of low work-study balances (to student manager)

For Students

- Search and apply for jobs within Workday
- Real-time updates to job search listings
- Ability to view total work-study award (future enhancement)

\* Excludes monthly paid graduate student positions

\*\* Target date