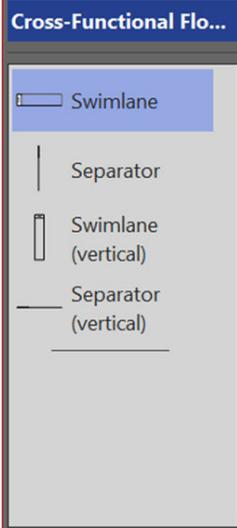




Business Process Map Key – Basic Flowchart Shapes

	Start or End Designate the start and end boundaries of the process with this shape.		System Process Step	[Optional Shape] Process may include steps from two systems. In the event your BPM does include more than one system it is preferred to use cross-functional separators. If that is unreasonable it is permissible to color code.		External Data Connection or use of external data.
	Process Step Individual process step.		Digital Notification	Digital Notification within a system (e.g. Workday notification, email, text, etc.).		On page reference used to connect processes that would otherwise look too complex or create confusion
	Decision Process step in which a decision or decision criteria influence the next step.		Report	A report that may be an input or output for processes.		Off-page reference used to connect processes that would otherwise look too complex or create confusion. BPM creators choice whether the subprocess step or off-page reference is most appropriate.
	Subprocess Identifies an subprocess included in the step. Typically each subprocess should have an accompanying process map. BPM creator makes decision whether this icon or off-page reference is most appropriate.		Database	Connection to database.		Process steps outlined in a Red, 4.5 pt weight outline indicate a potentially confusing user experience that may need an additional instruction or step outside of Workday.

Business Process Map Key – Cross Functional Flowchart Shapes



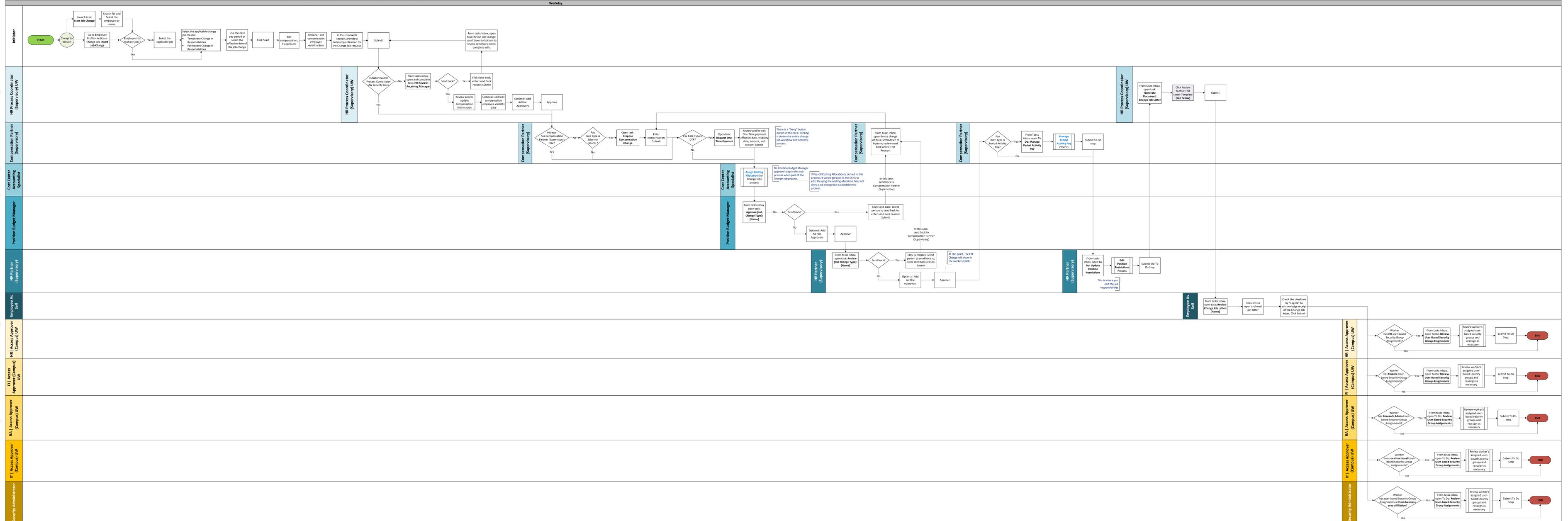
Use the Cross-Functional Flowchart capabilities to delineate processes by system and role.

- Horizontal Swimlane – roles/security role
- Vertical lanes – System, offline, or data/docs/reports
- Create vertical lanes with the vertical “Separator”

Business Process Inventory ID# - Process Category - Process Title <small>(Ex. 1.1 – Requisitioning – Creating a Requisition)</small>			
	System No. 1	System No. 2	Offline
Role No. 1			
Role No. 2			
Role No. 3			

Disclaimer: This map is not intended to be used for Workday training. This is a draft picture of the future state workflow based on the most current configuration as of the date of this draft. Any changes to the BP going forward would be a result of defects discovered or a scope change.

BP Definition: the process of capturing permanent or temporary changes in responsibilities, often resulting in a compensation change. The employee will remain in their current position number and job profile.



<p>Process Notes:</p> <ul style="list-style-type: none">This map includes the following Change Job reasons only:<ol style="list-style-type: none">Temporary Change in Responsibilities: capture temporary changes in responsibilities, resulting in a compensation change. The employee will remain in their current position number and job profile.Permanent Change in Responsibilities: capture permanent changes in responsibilities, resulting in a compensation change. The employee will remain in their current position number and job profile.The process can be initiated standalone and the change job reasons: Temporary Change in Responsibilities and Permanent Change in Responsibilities can be selected by the following security roles: HR Executive (Local), HR Executive (Supervisory), HR Partner (Local), HR Partner (Supervisory), and HR Process Coordinator (Supervisory) UW.The following security groups can be added as ad hoc approvers where indicated on the map: Compensation Partner (Supervisory), HR Executive (Local), HR Executive (Supervisory), HR Partner (Local), Management Chain, and Manager.If the proposed salary is over the max and the Extraordinary Salary Range (ESR) is blank, after the HR Partner (Supervisory) approves the change, the Compensation Partner (Local) will receive a notification that states: You approved an ESR for this employee. Please update the custom field associated with this ESR on the employee profile under Additional Data - Edit.	<p>Questions:</p> <ul style="list-style-type: none">Q: Does anything happen differently when choosing the "Temporary" vs. "Permanent" option in Workday? Answer: No. It's just a label.	<p>Change Job Reason Definitions</p> <ul style="list-style-type: none">Academic Pay Election: change pay election preference between 9 months over 8 months or 9 months over 12 months.Backup Job Activated: the movement of a formerly Limited employee into their backup job.Compensation Basis Change: change between a 12-month or 9-month compensation basis.Correction: correct multiple data points requiring adjustment and correction. Allows for a single process of editing instead of stacking multiple changes.Demotion - Involuntary: move an employee into a job with a lower salary grade than their current job occurring by direction of the employer.Demotion - Voluntary: move an employee into a job with a lower salary grade than their current job.Due to Appeal (Job Code): update an employee's Job Title due to a formal appeal process.Extend Job End Date: extend an identified job and/or contract end date.FLSA Adjustment - FTE Change: change between Exempt and Nonexempt FLSA statuses due to change in compensation.FLSA Adjustment - FTE Change: change between Exempt and Nonexempt FLSA statuses due to change in FTE.FTE Change - Partial Layoff: permanent, involuntary FTE reduction resulting in a partial layoff.FTE Change Voluntary - Perm: permanent, voluntary FTE adjustment.FTE Change Voluntary - Temp: temporary, voluntary FTE adjustment.Laterals Move/Transfer: move an employee into a job in the same salary grade as their current job.Location Change: change the physical location in which an employee sits, ex: building, assigned office, or cubicle.Misc. Data Change: when multiple, otherwise separate, data points need to be updated. Allows for a single process of editing instead of stacking multiple changes.New Title Assignment: when UW System or UW-Madison establishes a new title, and employees are moved into that title (no change in position number and job profile).Permanent Change in Responsibilities: capture permanent changes in responsibilities, resulting in a compensation change. The employee will remain in their current position number and job profile.Promotion: move an employee into a job with a higher salary grade than their current job. Can be through or outside of recruitment.Reassignment: reassigning an employee in scenarios that put them into a new position (ex. move that requires a new position number). Not for use with reassignment due to an accommodation.Shift Change (BCAS): move employees covered by Madison's Blue Collar Multi-shift policy between job assigned to different shifts.Supervisory Org Change: update an employee's manager and/or department. Not used for large-scale reorganizations.Temporary Change in Responsibilities: capture temporary changes in responsibilities, resulting in a compensation change. The employee will remain in their current position number and job profile.Update Additional Job Classification: update an employee's additional job classifications, including legacy benefits, work study, and time tracking setup.	<p>Change Job Letter Template</p> <p>Today's Date</p> <p>Employee ID:</p> <p>Position ID:</p> <p>Worker:</p> <p>Change Job Reason:</p> <p>Effective Date:</p> <p>INSTRUCTIONS:</p> <ol style="list-style-type: none">Delete all red text.Replace with appropriate personnel file letter content.The letter will be delivered to the employee noted above for acknowledgment and can be accessed in Worker Documents.
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