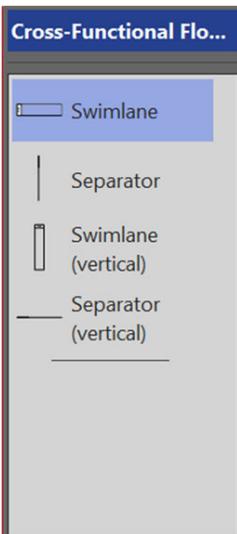




Business Process Map Key – Basic Flowchart Shapes

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

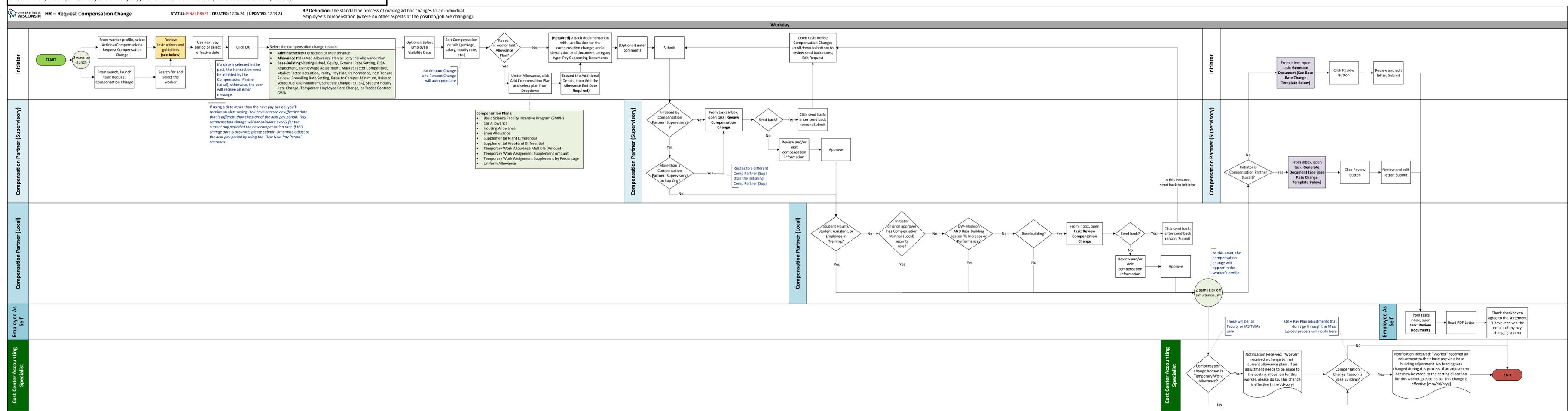


Use the Cross-Functional Flowchart capabilities to delineate processes by system and role.

- 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 (Ex. 1.1 – Requisitioning – Creating a Requisition) | | | |
|---|--------------|--------------|---------|
| | 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.



Process Notes:

- This standalone business process can be initiated by the following security roles: **Compensation Partner (Local)**, **Compensation Partner (Supervisory)**, **HR Executive (Supervisory)**, **HR Partner (Supervisory)**, **HR Process Coordinator (Supervisory)** UW, **Management Chain, Shared Services - Compensation UW, Shared Services - HR Mass Actions UW, Shared Services - Human Resources UW, Student Assistant Process Coordinator (Supervisory)** in their sup org for the approval or up the approval chain.
- Any Workday user can be added as an ad hoc approver where indicated on the map.
- For retroactive effective dates, only a Compensation Partner (Local) can initiate this process.
- The employee, the initiator, and the manager receive notifications when the compensation change is approved.
- Do not use this process for any employee with an SID who needs a Temporary Work Allowance, use the Change Job BP with the reason Change in Responsibilities - Temporary. For those without SID's (i.e. Faculty and IAS), use this process. Users who attempt to set up a TWA for the wrong population will receive the following alert: "Temporary Assignments should be processed via Job Change. Only faculty chairs and some clinical titles should receive the Temporary Work Supplement Allowance via this process."
- This map depicts the most current process that is not available to date in Wisc6. (i.e. Wisc6 has an old version of the BP.) Changes are still going through Change Control.
- The Cost Center Accounting Specialist swim lane has been colored green to indicate it is a Finance Security Role within an HR Business Process.

Q&A:

- Q:** Are there any reports relevant to Compensation Changes?
Answer: Yes, there are 35-40 Compensation-specific reports for a variety of uses (examples include: Under Min/Over Max, FLSA, Overload, Equity, etc.)
- Q:** If the process is initiated by a Comp Partner (Local), who approves it?
Answer: The Compensation Partner (Supervisory). Compensation BPs have been set up to have an initiator and an approver. The Comp Partner (Local) should always initiate if: (1) the change is backdated and/or (2) the Compensation Partner (Supervisory) is the subject of the increase. The approval will route to either another Compensation Partner (Supervisory) in their sup org for the approval or up the approval chain.
- Q:** Can you clarify the specific base building reasons that need to be approved by the Comp Partner (Local)?
Answer: For non-Madison, every FAASLI/US base building adjustment will go to the Comp Partner (Local). For UW-Madison, all FAASLI/US base building adjustments will go to the Comp Partner (Local) except for: (1) TE increases and (2) performance adjustments.
- Q:** Will "Temporary Work Allowance" be renamed "Temporary Work Assignment" to match the other 2 TWA options?
Answer: ATP has this change request in queue, but it is low priority to other more significant changes still going through change control for this BP.
- Q:** Which Allowance Compensation plans go to the Comp Partner (Local) for approval?
Answer: The 3 TWA reasons and the Basic Science Faculty Incentive Program (SMPH) will go to Comp Partner (Local) for approval.
- Q:** Under what circumstances does the letter generate?
Answer: A letter generates for all Compensation changes. The letter will have multiple sections that relate to each scenario; users will review and delete the non-applicable language.
- Q:** For consistency, can the notifications to the CCAS be a "To Do" step with instructions to kick off the "Assign Costing Allocation" sub-process?
Answer: The Assign Costing Allocation BP cannot be launched from this BP (Workday constraint); A notification was chosen as the optimal solution because it provides the worker name, transaction date, and the fact that it's for a Compensation Change, when a generic To Do step would not.
- Q:** Regarding the CCAS notification on Base Building: If Base Building includes annual pay plan, will the CCAS get a notification for every single Pay plan adjustment in their sup org?
Answer: No. Pay Plan adjustments will be made using the Mass Upload Compensation Change BP (still in design); Mass upload pay plan adjustments will be auto-approved. However, if someone is missed or an error occurs and their pay plan must be adjusted manually through this process, then the notification will be sent to the CCAS.

Request Compensation Change Guidelines
Prior to submitting the request, review your campus guidelines to ensure proper documentation is attached as appropriate.

Compensation changes will be effective no earlier than the date submitted by the initiator in Workday. Some campuses may require effective dates that align with the beginning of the pay period following the date submitted in Workday (please review your institution's policies for guidance). The [Wisconsin Constitution \[Art. IV, § 26\]](https://protect-us.mimecast.com/sj/p803CQW5WNT7H1Q02hP1qV7d0main-docs.legis.wisconsin.gov/prohibits-retroactive-salary-adjustments) (<https://protect-us.mimecast.com/sj/p803CQW5WNT7H1Q02hP1qV7d0main-docs.legis.wisconsin.gov/prohibits-retroactive-salary-adjustments>) prohibits making payments before work is performed.

Base Rate Change Letter Template
Request Compensation Change Workday Letter Template
Notes: Blue Text will auto-populate. Red text needs to be manually edited/deleted.

Dear Name,

<THIS IS FOR A NEW TEMP INCREASE BY AMOUNT. REMOVE IF PERCENTAGE ADJUSTMENT>
I am pleased to inform you that a request for a Temporary Work Allowance has been approved for you from mm/dd/ccyy to mm/dd/ccyy and is being provided for [Add Reason]. The allowance total is \$00.00 and will be prorated in biweekly payments of \$ [Biweekly Amount]. This allowance will first be reflected in your paycheck on [Date].

<THIS IS FOR A NEW TEMP INCREASE BY AMOUNT. REMOVE IF PERCENTAGE ADJUSTMENT>
I am pleased to inform you that a request for a Temporary Work Allowance has been approved for you from mm/dd/ccyy to mm/dd/ccyy and is being provided for [Add Reason]. The allowance total is \$00.00 of your biweekly gross salary and will be paid in biweekly payments. This allowance will be reflected in your paycheck on [Date].

<THIS IS FOR A NEW TEMP INCREASE BY PERCENTAGE. REMOVE IF AMOUNT ADJUSTMENT>
Sincerely,
Signer

<THIS IS FOR EDITING A PERCENTAGE TEMP INCREASE. REMOVE IF THIS IS A NEW ALLOWANCE ADDED>
Your existing Temporary Work Allowance has been modified. The amount is now \$00.00 of your biweekly gross salary and it is in place until mm/dd/ccyy. This adjustment will be reflected in your paycheck on [Date].

<THIS IS FOR EDITING A TEMP INCREASE. REMOVE IF THIS IS A NEW ALLOWANCE ADDED>
Sincerely,
Signer

<THIS IS FOR EDITING AN AMOUNT TEMP INCREASE. REMOVE IF THIS IS A NEW ALLOWANCE ADDED>
Your existing Temporary Work Allowance has been modified. The amount is now mm/dd/ccyy and it is in place until mm/dd/ccyy. This adjustment will be reflected in your paycheck on [Date].

<THIS IS FOR EDITING A TEMP INCREASE. REMOVE IF THIS IS A NEW ALLOWANCE ADDED>
Sincerely,
Signer

INSTRUCTIONS

- 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.