

Job Aids Updated After 2021 Workday R1:

- Period Activity Pay-Summer Teaching
- Period Activity Pay
- Request Acting Pay
- Request Compensation Change
- Request One-Time Payment with Approvals
- Request One-Time Payment
- Manage Delegation Change
- Request Delegation Change
- Costing Allocation for Manager or HR
- Update Costing Allocation for Manager or HR
- Add Change Disability Self Identification of Disability
- Amend Form I-9
- Add/Change Emergency Contacts
- Change Personal Information
- Edit Government IDs
- Veteran Status Identification
- University Staff Time Off Use or Lose Hours
- Classified Staff Time Off Use or Lose Hours
- Medical Center Time Off Use or Lose Hours
- Classified Staff Use or Lose Hours
- Time Off Results by Period
- TA: Entering and Submitting Time-Employee
- TA: Enter Call Back Time
- TA: Entering and Submitting Time-Student
- TA: Enter Time for Employee-Manager
- TA: Entering Standby Time
- TA: Entering Time-Dual Employee
- TA-Cancel or Correct Absence Request-Employee
- Agency Closing
- Change Job-Promotion Without Pay Change
- Change Job-Change in Hours-Exempt
- Change Job-Promotion Faculty-Rank
- Change Job-Promotion with Pay Change
- Change Job-Promotion RN ClinCareer Ladder
- TA: Entering Shift Time
- Enter On Call Time
- Applicant Process External-Add Job Alerts
- Change Job-Change Direct Supervisor (JM)
- Change Job-Change Academic Work Period
- Change Job Direct Supervisor PM
- Job Requisition
- Change Job Change Emergency Event Status
- Change Job-Change in Hours-Non-Exempt
- Change Job-Change Work Location
- Change Job-Conversion A&P to Univ Staff
- Change Job-Conversion Class to Univ Staff
- Change Job-Data Chg-Faculty Earn Tenure
- Change Job Non-Work Study to Work Study
- Amend Selective Service Status

- REC: Invite to Apply
- Send Candidates an Email Message
- Share a Candidate
- Hire Student (GTA, GRA, Period Activity Pay)
- Student Hire-Graduated
- Student Hire (Hourly)
- End Additional Job
- Student Hire Wise
- Work Study to Non Work Study
- Screen Candidate
- Termination by Manager
- Assess Candidate
- Interview
- Close Position
- Bundle Resumes
- Business Title Change
- Create Position
- Creating a Referral
- Edit Position Restrictions
- Freeze/Unfreeze Position
- Move Job Requisition (Job Management)
- Offer
- Add, Change, or End Allowance
- Add Job-Job Management-Faculty Overload
- Edit or End Period Activity Pay
- Period Activity Pay for SOM & UPG Faculty
- Period Activity Pay-Summer Research Faculty
- Applicant Process External
- WD-Canceling a Business Process
- WD-Getting Started for Managers
- WD-Manager Navigation
- PD-Add Resume
- PD-Enter-Edit Education
- PD-Manage Achievements and Publications
- PD-Manage External Training
- PD-Manage Languages
- PD-Professional Affiliations
- CRT-Enter-Edit Certifications and Licenses
- CHR-Move Workers Supervisory
- CHR-Change Organization Assignment for Employee
- PAY-Direct Deposit and Payment Elections
- REC-Applicant Process Internal
- REC-Add Job - Job Management
- REC-Add Job-Dual Employment-Medical Center Primary
- RPT-Generate Reports