



Academic Personnel Processes in Workday



Nov. 22, 2024

Readiness Workshop No. 16

Today's presenters



Chantel Powers, M.Ed.

Office of the University Provost

Director of Academic Personnel
Strategic Operations



Katherine Sackman, MBA

Office of the University Provost

Academic Personnel Analyst

Goals

Provide **information** about the academic organization structure, academic appointments and academic roles in Workday.



Schedule

1. **Academic organizations.**
2. **Job profiles and job families.**
3. **Academic appointments.**
4. **Academic roles.**
5. **Recruiting.**
6. **Benefits.**
7. **Resources and next steps.**

Questions

<https://pollev.com/katherinesac600>




Academic organizations



Academic organizations

- Academic organization structure is separate from the supervisory organization.
- Academic organization is used for:
 - APARS — Faculty Search, ASU Vita and RPT — hierarchy.
 - Assignment of college/academic unit/program in academic appointments.
 - iSearch/ASU Directory.

Academic organizations

Test Academic Units Levels 



10 items



Academic Unit	Academic Unit Subtype	Reference ID	Level 1	Level 2	Level 3	Level 4	Level
KE - Complex Adaptive Systems	Department	E1401	Arizona State University	KE - Office of the Executive Vice President of Knowledge Enterprise	KE - Complex Adaptive Systems		
KE - Biosciences	Department	E1104500	Arizona State University	KE - Office of the Executive Vice President of Knowledge Enterprise	KE - KE Core Facilities	KE - Biosciences	
KE - Eyring Materials Center	Center/ Program/ Institute	E1104400	Arizona State University	KE - Office of the Executive Vice President of Knowledge Enterprise	KE - KE Core Facilities	KE - Eyring Materials Center	
KE - Health and Clinical Services	Department	E1104700	Arizona State University	KE - Office of the Executive Vice President of Knowledge Enterprise	KE - KE Core Facilities	KE - Health and Clinical Services	

Academic organizations

TCLAS - Department of Physics 916 101

Type **Academic Unit** Superior Academic Unit [TCLAS - Division of Natural Sciences](#)

Subtype **Department** Subordinate Academic Units [TCLAS - Center for Biological Physics](#)

Overview **Academic Appointments**

Details **Additional Data** Security Groups Version History

Effective Date	01/01/1900
Name	Department of Physics
Institution	No
Organization Subtype	Department
Code	TCLAS
Company	Arizona State University
CIP Code	(empty)
Include Code in Name	Yes
Include Leadership Role in Name	No
Include Subtype in Name	No
External URL	(empty)
Inactive	No
Related Supervisory Organization	(empty)
Track Type Overrides	(empty)
Superior Academic Unit	TCLAS - Division of Natural Sciences
Subordinate Academic Units	TCLAS - Center for Biological Physics

Academic Unit Org Chart Arizona State University

Office of the Executive Vice President and Pr... ←

Office of the Executive Vice President and Provost

[Office of the Executive ...](#)
Department

```
graph TD; A[Office of the Executive Vice President and Provost] --- B[Office of the Executive ... Department]; B --- C[ASU Health Department 3]; B --- D[Barrett, The Honors Col... College 46]; B --- E[College of Health Soluti... College 291]; B --- F[College of Integrative S... College 16]; B --- G[Edson College of Nursi... College 53]; B --- H[Ira A. Fulton Schools of... College 22]; B --- I[Graduate College College 2]; B --- J[College of Global Futures College 10]; B --- K[Herberger Institute for ... College 18]; B --- L[Walter Cronkite School... College 198];
```

ASU Health Department	Barrett, The Honors Col... College	College of Health Soluti... College	College of Integrative S... College	Edson College of Nursi... College
Ira A. Fulton Schools of... College	Graduate College College	College of Global Futures College	Herberger Institute for ... College	Walter Cronkite School... College

Academic units

Type Academic Unit Superior Academic Unit [TCLAS - Division of Natural Sciences](#)
 Subtype [Department](#) Subordinate Academic Units [TCLAS - Center for Biological Physics](#)

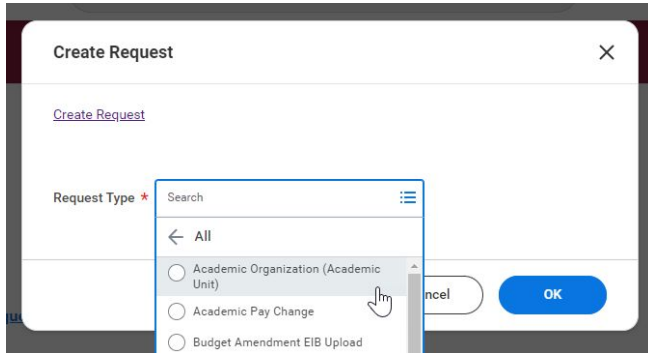
Overview Academic Appointments

61 of 65 items



Identifier	Track Type	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Appointment End	Academic Review Date	Tenure Award Date
Primary - Primary	Tenure/Tenure-Track Faculty >> Tenure/Tenure-Track Faculty	TCLAS - Department of Physics		Primary	100.00%	12/31/2007	08/16/2008			08/16/2012
Administrative - Dual	Administrative >> Administrative Appointment	TCLAS - Department of Physics		Administrative	100.00%	12/25/2023	12/25/2023			
Primary - Primary	Tenure/Tenure-Track Faculty >> Tenure/Tenure-Track Faculty	TCLAS - Department of Physics	Associate Professor	Primary	100.00%	08/16/2018	08/16/2018			08/16/2023
Primary - Primary	Tenure/Tenure-Track Faculty >> Tenure/Tenure-Track Faculty	TCLAS - Department of Physics	Professor	Primary	100.00%	08/16/1989	08/16/1989			08/16/1992
Primary - Primary	Tenure/Tenure-Track Faculty >> Tenure/Tenure-Track Faculty	TCLAS - Department of Physics	Assistant Professor	Primary	100.00%	08/16/2019	08/16/2019			

Requesting new academic units



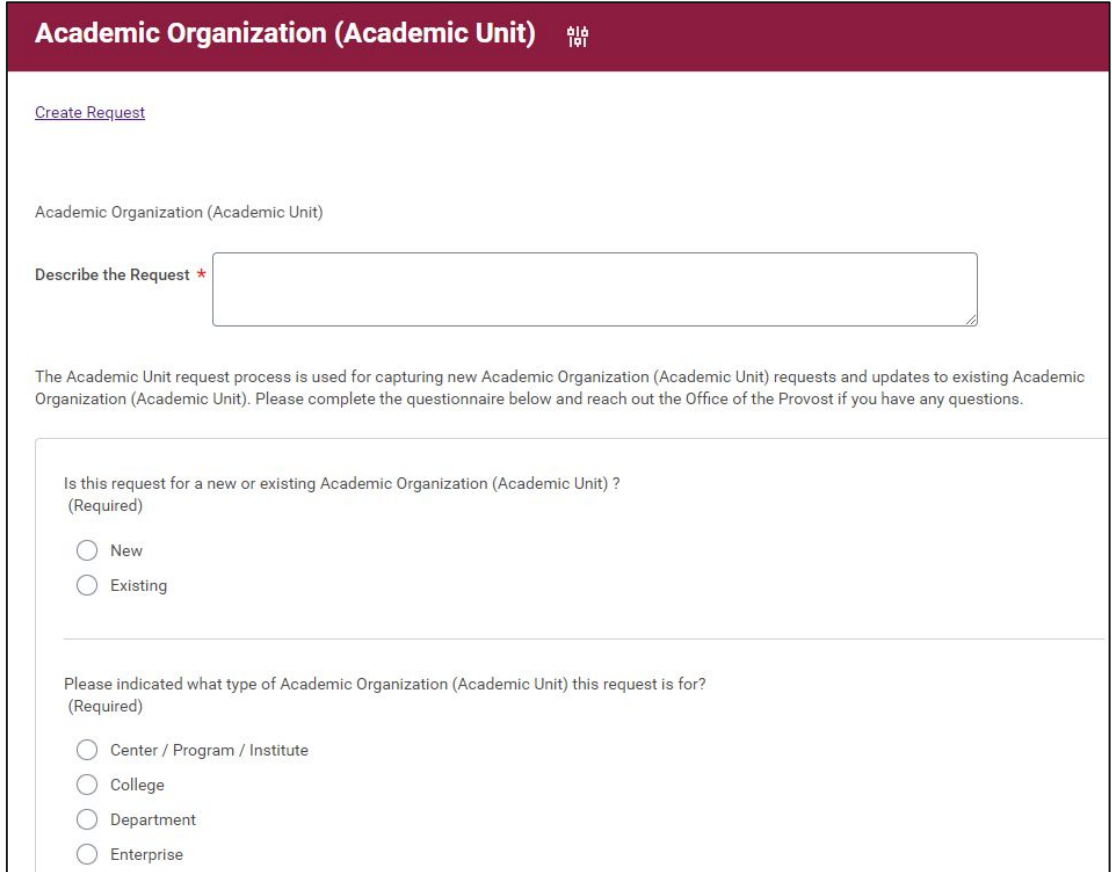
Create Request [Close]

[Create Request](#)

Request Type * Search [Menu]

- ← All
- Academic Organization (Academic Unit)
- Academic Pay Change
- Budget Amendment EIB Upload

[Cancel] [OK]



Academic Organization (Academic Unit) [Logo]

[Create Request](#)

Academic Organization (Academic Unit)

Describe the Request * [Text Area]

The Academic Unit request process is used for capturing new Academic Organization (Academic Unit) requests and updates to existing Academic Organization (Academic Unit). Please complete the questionnaire below and reach out the Office of the Provost if you have any questions.

Is this request for a new or existing Academic Organization (Academic Unit) ?
(Required)

- New
- Existing

Please indicated what type of Academic Organization (Academic Unit) this request is for?
(Required)

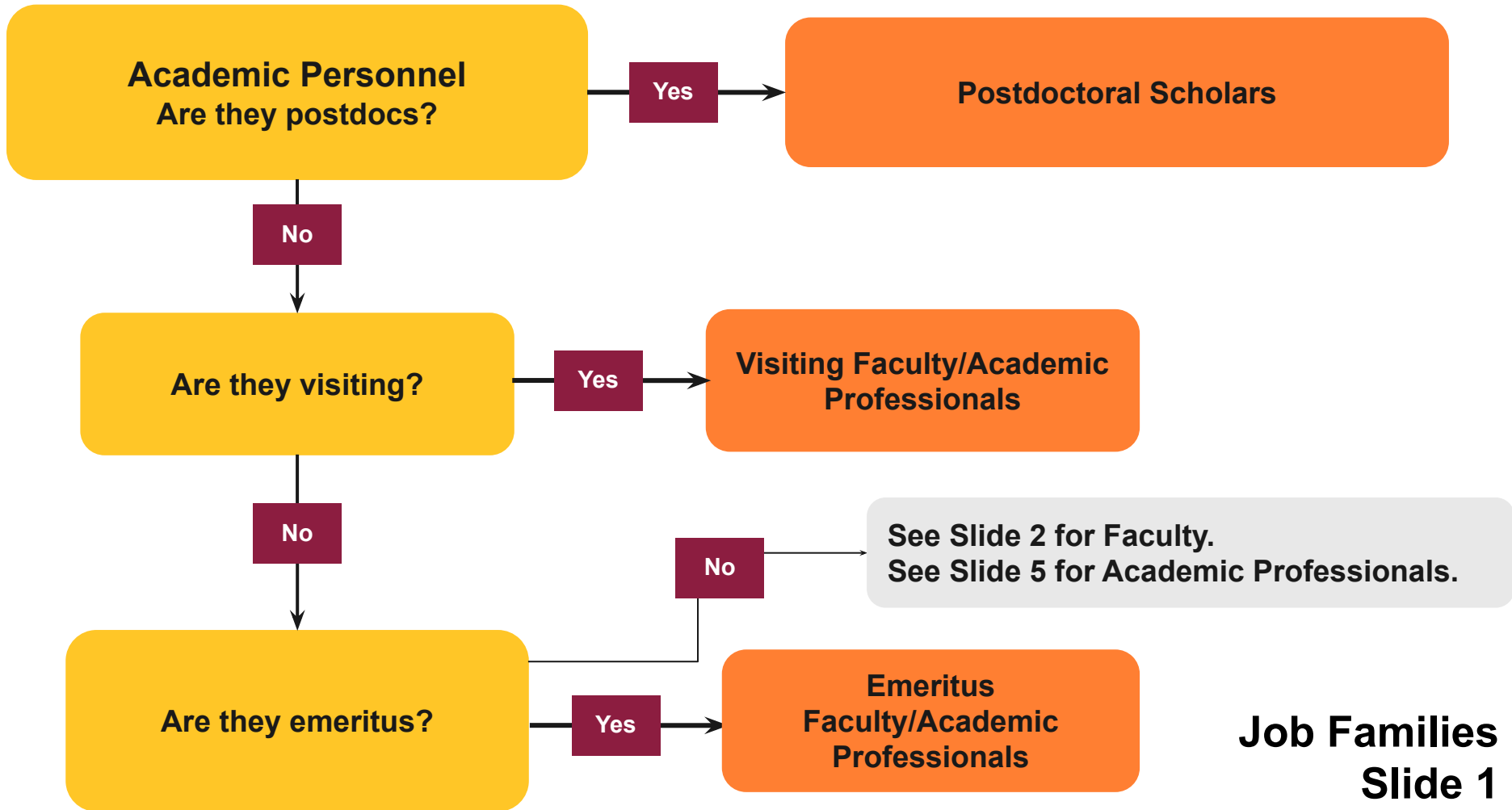
- Center / Program / Institute
- College
- Department
- Enterprise

Job profiles and families



Job profile elements

Job Profile Name	<p>Job code description in PeopleSoft. This is the title.</p> <p>It always has the rank and might be the administrative title + rank. It might contain more job-family-specific details.</p>
Job Family	<p>Empl class in PeopleSoft — the group of job profiles.</p>
Business Title	<p>Working title in PeopleSoft — the title shown on the website/iSearch.</p> <p>We specify the default business title if the job profile name has extra words. For example, for the job profile “Librarian, Continuing Status/Track,” the default title is “Librarian.” Individuals can modify their title to be “Librarian, Special Collections” as a business title request.</p>
Pay Rate Type	<p>The options are Salary, Hourly or Period Activity Pay.</p>
Job Exempt	<p>Is it FLSA-exempt or not? If it is nonexempt, “Nonexempt” should be in the job profile name.</p>
Rank	<p>Academic rank that this job profile is mapped to.</p>



Job Families Slide 1

Faculty
Do they hold an administrative appointment?

No

See Slide 3

Yes

Is the administrative appointment at the associate dean level or above?

Yes

Administrative/Faculty

No

Faculty with Administrative Appointment

Job Families Slide 2

Faculty — non-administrative
Are they tenured/tenure-track?

Yes

Faculty, Tenured/Tenure-Track

No

Is the appointment
multi-year or rolling
multi-year?

Yes

**Faculty, Career-Track
Multi-year**

No

Is the appointment
year-to-year instead of
semester-only?

Yes

**Faculty, Career-Track
Year-to-Year**

No

See Slide 4

**Job Families
Slide 3**

Faculty — semester/session appointments
Are they FLSA-exempt?

No

Session Faculty/Academic Professionals
Hourly

Yes

Session Faculty

Job Families
Slide 4

Academic Professionals
Do they hold an administrative appointment?

No

See Slide 6

Yes

Is the administrative appointment at the associate dean level or above?

Yes

**Administrative/
Academic
Professionals**

No

**Academic Professionals
with Administrative
Appointment**

**Job Families
Slide 5**

**Academic Professionals —
non-administrative**
Are they continuing status/track?

Yes

**Academic Professionals, Continuing
Status/Track**

No

Is the appointment
multi-year or rolling
multi-year?

Yes

**Academic
Professionals,
Fixed-Term
Multi-year**

No

Is the appointment
year-to-year instead of
semester-only?

Yes

**Academic
Professionals,
Fixed-Term
Year-to-Year**

No

See Slide 7

**Job Families
Slide 6**

**Academic Professionals —
semester/session appointments
Are they FLSA-exempt?**

No

**Session Faculty/Academic Professionals
Hourly**

Yes

**Session Academic
Professionals**

Job Families Slide 7

Job:

- Job profile (title)
- Supervisory org (supervisor)
- Compensation (salary)
- Funding (cost center)
- Period Activity Pay
- Location
- FTE
- Managed by Central HR

Connection:

Position number

Empl ID

Academic appointment

- Rank
- Academic org (home unit)
- Tenure information
- Appointment start date
- Mandatory review dates
- Administrative appointments
- Foundation and named professorships
- Managed by the Provost's Office

Examples: Job vs. academic appointment

- **A professor with a director appointment.**
 - One job with the job profile “Director and Professor.”
 - Two academic appointments: A primary academic appointment as professor and an administrative appointment as director.
- **A faculty associate who teaches in Sessions A and C in the same unit.**
 - PeopleSoft: Two job records.
 - Workday job: One job with two period activity pays.
 - Workday academic appointments: one academic appointment.
- **A professor with a joint appointment, paid in two different units.**
 - Job: Could be one job with a funding split or two jobs in two units.
 - Two academic appointments: One primary academic appointment in the academic home and one joint appointment in the secondary unit.

Academic appointments



Academic appointments

1. Assigned to individuals directly involved in **delivering academic education, research and related practices**.
 - Academic professionals.
 - Faculty.
 - Faculty and academic professionals with administrative appointments.
 - Postdoctoral scholars.
2. Key **reporting** component for academic organizations.
3. Reflects the appointee's **relationship** to an academic unit.

Academic appointments

4. Academic appointments are in addition to **positions** in Workday.
5. Maintains attributes of the academic relationship.
 - Academic unit.
 - Multi-year contract dates.
 - Position.
 - Rank.
 - Tenure and continuing status data.
 - Title.
 - Track type.
6. **No compensation** is assigned to academic appointments.

Academic appointments

7. Academic appointment business processes:
 - a. Add academic appointment.
 - b. Update academic appointment.
 - c. End academic appointment.

8. May be assigned as a standalone process or subprocess to staffing transactions.

PeopleSoft Tenure Data

1. Entered by the Provost's Office.
2. Only used for tenured/tenure-track faculty and continuing/continuing-track academic professionals.
3. Dependent on the HR department code hierarchy.

Workday Academic Appointments

1. Entered by the unit; approved by the college and Provost's Office.
2. Used for all types of academic personnel.
3. Track multi-year end dates, named professorships and much more.
4. Use our own academic organization hierarchy.
5. Better reporting capabilities.

Academic appointments

The screenshot displays an employee profile for Aaliyah Employee, an Associate Professor. The page is divided into a dark red sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with options: Summary (selected), Job, Academic, Compensation, Benefits, Absence, Pay, Contact, Personal, and Career. The main content area shows employee details: Employee ID 100045, Location Arizona State University ASU, and a list of Academic Appointments. The appointments list includes: Associate Professor (highlighted with a yellow box), Department of Physics-AU OCM, Associate Professor, Senior Program Director, Department of Physics-AU OCM, and Senior Program Director. A top navigation bar contains icons for chat, notifications (with a red '2' badge), print, and user profile.

Aaliyah Employee
Associate Professor

PDF

Actions

Email Team

Employee ID
100045

Location
Arizona State University ASU

Academic Appointments

Tenured Yes

Associate Professor

Department of Physics-AU OCM

Associate Professor

Senior Program Director

Department of Physics-AU OCM

Senior Program Director

Academic appointments

Aaliyah Employee
Associate Professor

Actions

Email Team

Summary

Job

Academic

Current Appointments Future Appointments Appointment History

2 items

Appointm	Identifier	Track Type	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Last Updated	Tenure Award Date	Position Number
🔍	Primary - Primary	Tenure/Tenure-Track Faculty >> Tenured/Tenure-Track Faculty	Department of Physics-AU OCM	Associate Professor	Associate Professor	100.00%	08/01/2023	08/01/2023	08/16/2024	08/01/2023	P-900014
🔍	Administrative - Dual	Administrative >> Administrative Appointment	Department of Physics-AU OCM	Senior Program Director	Senior Program Director	100.00%	07/01/2024	07/01/2024			P-900014

Current Appointments **Future Appointments** Appointment History

1 item

Business Process	Appointm	Identifier	Track Type	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Appointment End	Tenure Award Date	F N
🔍	🔍	Primary - Primary	Tenure/Tenure-Track Faculty >> Tenured/Tenure-Track Faculty	Department of Physics-AU OCM	Associate Professor	Associate Professor	100.00%	08/01/2023	08/16/2024	05/15/2025	08/16/2023	P

Academic appointments

Add Academic Appointment

Start Date * 08/16/2024

Academic Unit * NCIAS - New College of Interdisciplinary Arts and Sciences

Employment Position * [Redacted] **We got this alert because I used a staff employee as an example.**

Alert: Select a position that is Academic Tenure Eligible.

Appointment Information

Track Type * Tenured/Tenure-Track Faculty

Track Type Category Tenured/Tenure-Track Faculty

Reason * Add Academic Appointment > Add Academic Appointment > Hire

Rank * Assistant Professor **The rank options will vary based on the track type selected.**

Named Professorship [Empty]

Constructed Title (empty)

Title * Assistant Professor **If blank, will assume same as rank.**

End Date MM/DD/YYYY

Identifier * Primary - Primary

Roster Percent 100

Related Academic Unit [Empty]

Additional Appointment Information

Academic Review Date 08/16/2030 **Academic Review Date appeared because the track type selected has a promotion program**

enter your comment

Submit Save for Later Cancel

Tenure Information

Track Is Tenure Eligible Yes

Tenure Home * NCIAS - New College of Interdisciplinary Arts and Sciences **Tenure information appeared because the track type selected has a tenure program**

Tenure Status * Tenure-Track

Probationary End Date 05/15/2031

Tenure Award Date

Supporting Information


Current Positions 1 item


Supervisory Organization	Current Position	Hire Start Date	End Employment Date	HR FTE	Blended FTE	Pay
[Redacted]	[Redacted]	02/18/2013		100.00%	100.00%	Yes


You'll see the current positions (i.e., job) as well as any current academic appointments.

Academic appointments

Add Academic Appointment


Start Date * 08/16/2024 

Academic Unit * 


Employment Position * 


No tenure information or academic review date because of the track type selected.


Appointment Information

Track Type * 

Track Type Category Fixed Term


Reason * 


Rank * 

Named Professorship 


Constructed Title (empty)

Title *

End Date 

Identifier * 

Roster Percent

Related Academic Unit 

Leave end date blank (until you go to end the appointment).

All session appointments are "secondary."

Track types

- Different academic ranks are available depending on the track type.
- Each academic appointment has a “track.”
- Tenure and promotion programs may be available depending on the track type.

Administrative Appointment
Fixed-Term Academic Professionals Multi-Year
Fixed-Term Academic Professionals Year-to-Year
Fixed-Term Academic Professionals Rolling Multi-Year
Career-Track Faculty Multi-Year
Career-Track Faculty Rolling Multi-Year
Career-Track Faculty Year-to-Year
Charter Professorships
Continuing-Track Academic Professionals
Emeritus
Foundation Professorships
Other Named Chair/Professorships
Postdoctoral Scholars
Tenured/Tenure-Track Faculty
Session Academic Professionals
Session Faculty
Visiting Appointment
Volunteer Faculty

Track types to note

- **Administrative Appointment:** Deans, chairs, directors.
- **Postdoctoral Scholars:** Postdoctoral Scholar, Postdoctoral Research Scholar, President's Postdoctoral Fellow.
- **Session Academic Professionals:** Academic associates; part-time instructional professionals.
- **Session Faculty:** Faculty associates; faculty research associates; summer instructors.

Academic ranks

- Rank as specified in ACD policy.
- For administrative appointments, the “rank” is their administrative title.

Appointment titles

- If blank, it will assume as rank.
- Named professorships and chairs can be added here if appropriate.
- University Professor is manually added.
- Business title (from Job) displays in iSearch and on the web, not in this field.

Appointment identifiers

- Describes each appointment “row.”
- One person can have multiple appointments.

Appointment identifier	Description
Primary	First/only academic appointment or tenure home. Everyone should have exactly one primary appointment — except session appointments.
Secondary	Named professorship or other secondary appointment. All session faculty — e.g., faculty associates — and session academic professionals — e.g., academic associates — are considered secondary appointments. Used for staff with honorary or unpaid academic appointments.
Dual	Two tenure homes.
Additional Tenure Home	More than two tenure homes.
Joint	JAMOU with tenure in only one place.
Administrative	Administrative appointment.
Academic Affiliation	ACD 505-04 affiliations — like a joint appointment with a one-year time limit, must end by June 30 each year.

Dates

- **Appointment Start Date:** Start date in current track and rank for a particular academic appointment, typically **Aug. 16** or **Jan. 1**.
- **Appointment End Date:** Used for 3-year multi-year end date. Used for 5-year Foundation professor appointment end date. Used for joint appointments (if there is an end date) or for academic affiliation appointments (must be renewed annually). Left blank for other appointment types.
- **Academic Review Date:** Used for multi-year review — in year 2 of the 3-year appointment — and mandatory review — typically year 6 — for tenure/continuing-track appointments.
- **Probationary End Date:** When a tenure-track/continuing-track appointment ends. It only shows the end of the academic year. If the mandatory review was **Aug. 16, 2024**, the probationary end date is **May 15, 2025**.
- **Tenure Award Date:** The effective date that tenure is granted.

Tenure status

- Only for Continuing Status/Track Academic Professional and Tenured/Tenure-Track Faculty track types. Other track types will not see the tenure status option.

Conditional

Continuing Appointment (AP)

Continuing Appointment Denied (AP)

Continuing Appointment-Track (AP)

Tenure Denied

Tenure Pending Review

Tenure-Track

Tenure-Track ABD

Tenured

Appointment Without Tenure — used for joint/affiliate appointments where they do not have tenure on that row. Also used for non-tenured professors (very rare).

Tenure clock

Update Academic Appointment - Tenured/Tenure-Track Faculty

Start Date * 07/01/2024

Academic Unit * X TCLAS - Mathematics

Employment Position X Assistant Professor -

Appointment Information

Track Primary - Primary - TCLAS - Mathematics - Assistant Professor

Track Start Date 08/16/2020

Track Type * Tenured/Tenure-Track Faculty

Track Type Category Tenure/Tenure-Track Faculty

Reason *

Rank X Assistant Professor

Named Professorship

Constructed Title Assistant Professor

Title * Primary

End Date MM/DD/YYYY

Identifier * X Primary - Primary

Position Number P-246561

Tenure Information

Track Is Tenure Eligible Yes

Tenure Home * X TCLAS - Mathematics

Tenure Status * X Tenure-Track

Tenure Track Start Date 08/16/2020

Probationary End Date 05/15/2027

Tenure Award Date

Supporting Information

Current Appointments 1 item

Academic Unit	Track Type	Title	Start Date	En Da
TCLAS - Mathematics	Tenure/Tenure-Track Faculty >> Tenured/Tenure-Track Faculty	Primary	08/16/2020	

Current Positions 2 items

Supervisory Organization	Current Position	Hire Start Date	End Employment Date
		08/10/2020	

Tenure reporting

Tasks and Reports

[Tenure Track Academics](#)

Report

Report returns the quantity of academics on the demics who are **tenured**.

[Time to Tenure](#)

Report

Report returns the quantity of **tenure** track acad end date.

[Time on Tenure Track](#)

Report

Report returns the quantity of academics on the **ure** track start date.

[Upcoming Tenure Probationary End Dates](#)

Report

Report returns academics with upcoming **tenure** also return results for academics with past due d

[Contingent Workers by Tenure Category](#)

Report

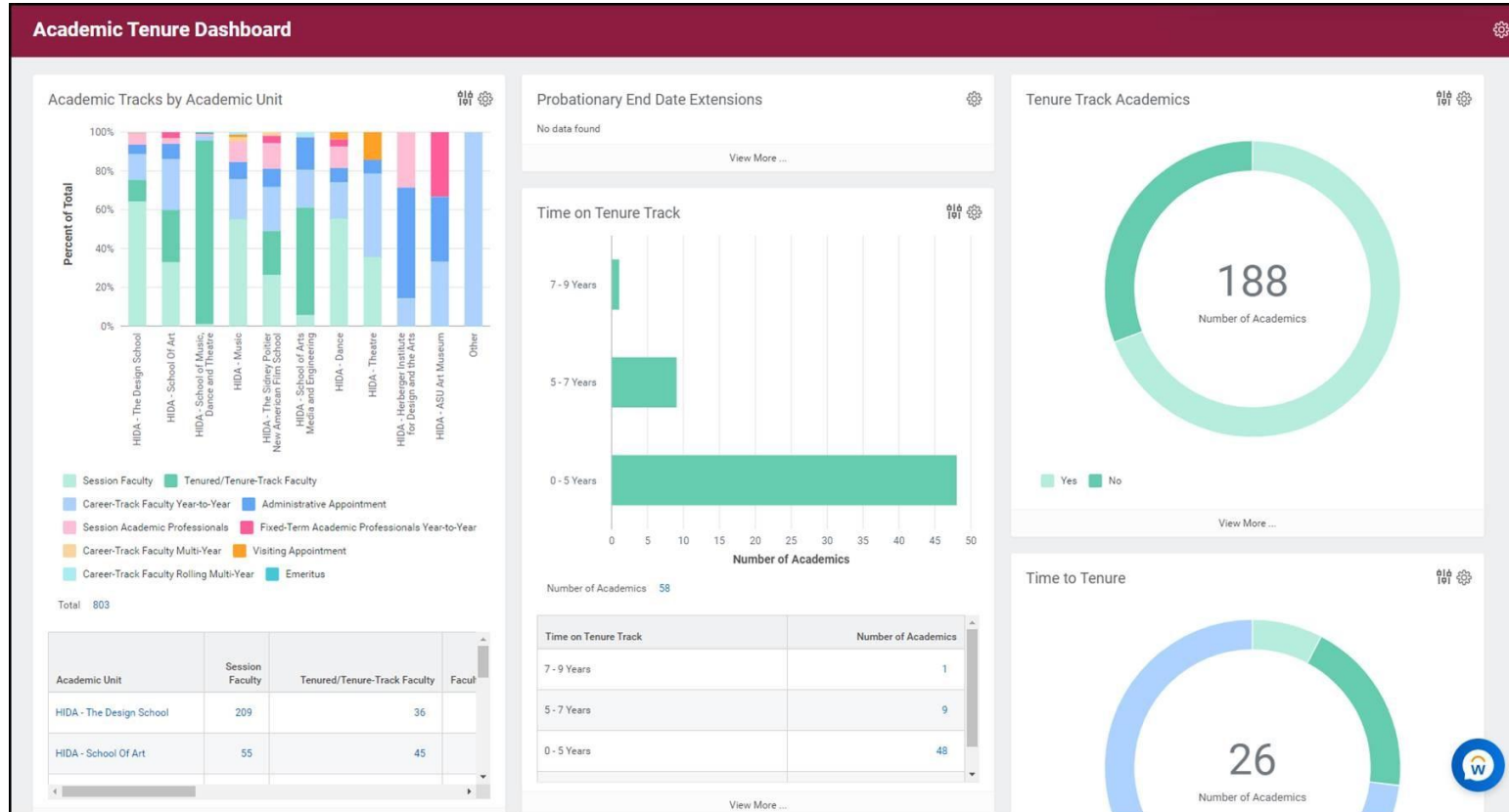
Displays the length of service based on contract grouped into categories for **tenure**, that are conf

[CR - HCM - Tenure Track Academics](#)

Report

Academic	Title	Time to Tenure	Probationary End Date	Academic Review Date	Rank	Tenure Home	Appointments on Tenure Track
	Primary	1 year(s), 10 month(s), 0 day(s)	05/15/2026		Assistant Professor	TCLAS - Mathematics	08/16/2018: Primary - Primary - TCLAS - Mathematics - Assistant Professor
	Primary	2 year(s), 10 month(s), 0 day(s)	05/15/2027		Assistant Professor	TCLAS - Mathematics	08/16/2019: Primary - Primary - TCLAS - Mathematics - Assistant Professor
	Primary	2 year(s), 10 month(s), 0 day(s)	05/15/2027		Assistant Professor	TCLAS - Mathematics	08/16/2019: Primary - Primary - TCLAS - Mathematics - Assistant Professor
	Primary	2 year(s), 10 month(s), 0 day(s)	05/15/2027		Assistant Professor	TCLAS - Mathematics	08/16/2020: Primary - Primary - TCLAS - Mathematics - Assistant Professor
	Primary	2 year(s), 10 month(s), 0 day(s)	05/15/2027		Assistant Professor	TCLAS - Mathematics	08/16/2019: Primary - Primary -

Academic Tenure Dashboard



Associated position

- The connection between Academic Appointments and Job.
- Multiple appointments could be linked to the same position.
- If someone has multiple job records, different positions can be linked to academic appointments.
- Combined compensation is displayed on the Notice of Appointment — NOA — for the primary appointment. Other NOAs will not display salary.

Academic roles



Academic appointments

Key roles

Workday role	Description
Academic HR Analyst	Department initiator for Academic Personnel transactions. This role is assigned to the Academic Unit. Academic Units will be mapped to related supervisory organizations. This person should also be the Supervisory role assignee. They will start academic transactions like Add Academic Appointment, Update Academic Appointment and End Academic Appointment. This role does not have approval authority.
Academic HR Partner	Responsible for the initial approval of HR business processes like creating a position or initiating a job change for faculty. Department approver for Academic Personnel transactions. Approves staffing transactions like Job Requisition, Create Position, Hire, Add Job, Change Job, Termination, End Job, Contract Contingent Worker and other personnel transactions. This role has initiator authority.

Academic appointments

Key roles

Workday role	Description
Dean/VP	Approver at the college level is assigned to the Dean and their delegates. This person approves staffing transactions like Job Requisition, Create Position, Hire, Add Job, Change Job, Termination, End Job, Contract Contingent Worker and other personnel transactions. This role has initiator authority.

Details about academic appointment roles

Recruiting



Recruiting for academic personnel

APARS Faculty Search is the primary way to recruit academic personnel.

All academic recruitment — including faculty associates, academic associates and postdoctoral scholars — is done in APARS **except:**

1. **Graduate employment** processes through Workday for recruitment and focused appointments.
2. **All background checks** happen in Workday.

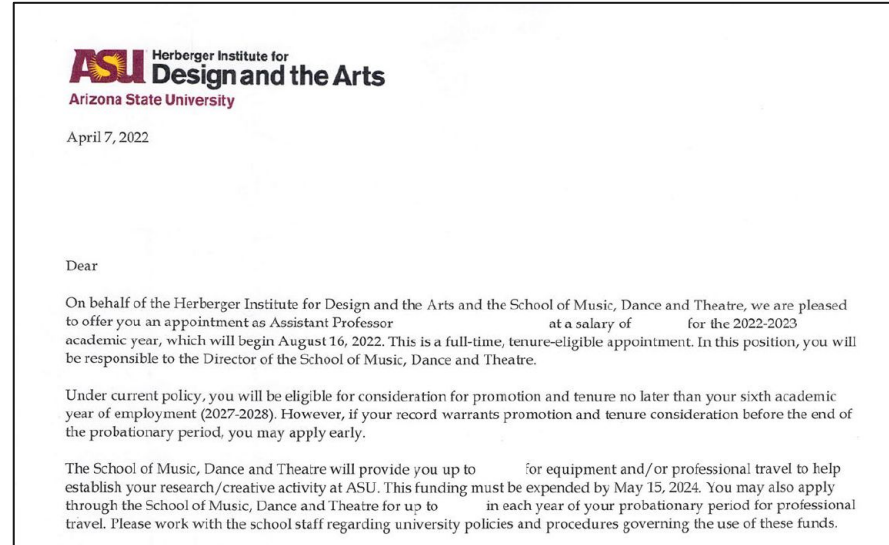


Recruiting for academic personnel

3. Offer letters:

- a. Faculty associates and graduate students receive offer letters in Workday.
- b. Academic associates, tenured/tenure-track, fixed-term, career-track, postdoctoral scholars and continuing status/continuing status-track offer letters will also be uploaded to Workday.

4. Waivers will still be entered into Workday.



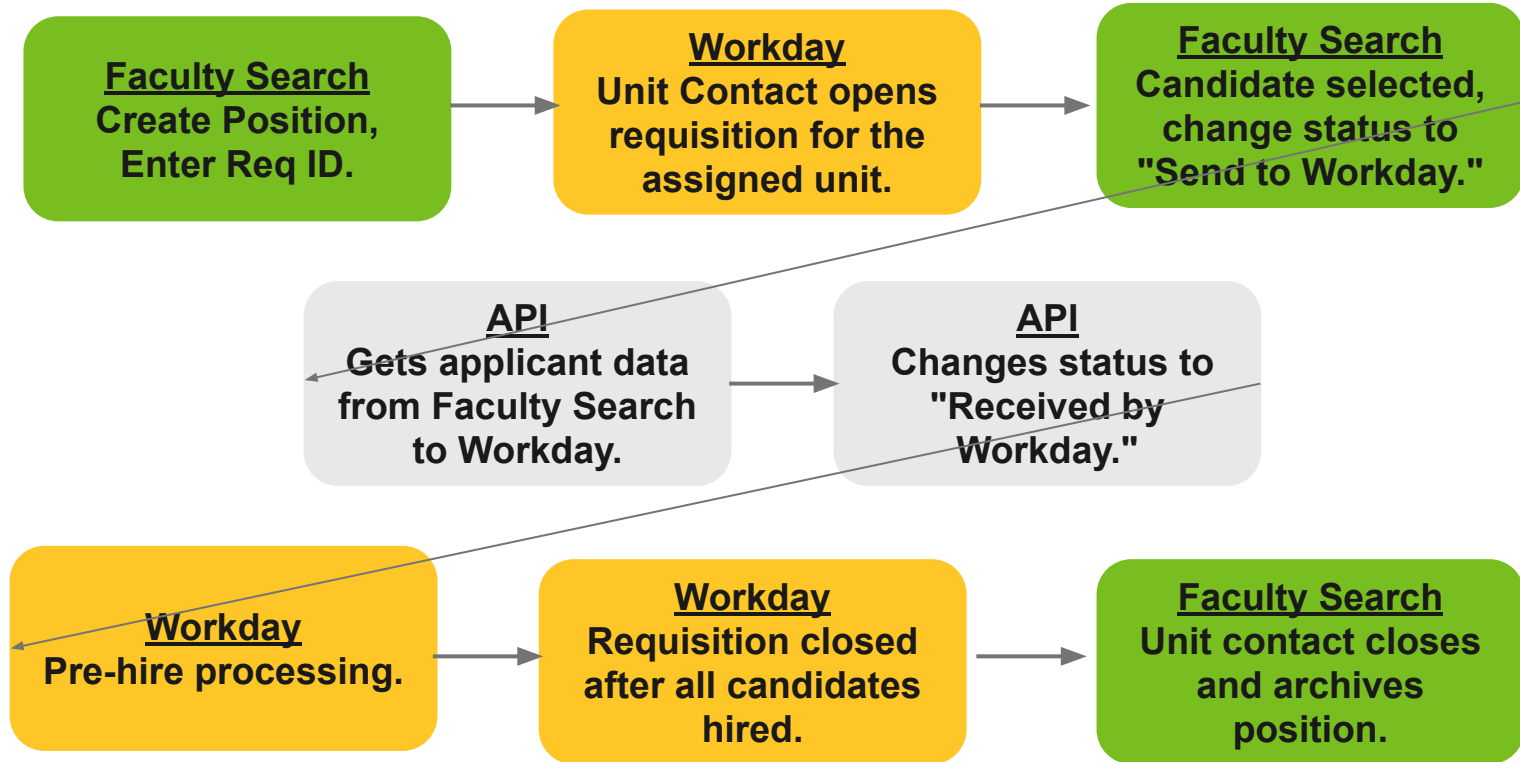
Recruiting for academic personnel

Follow these steps:

1. APARS Recruiter identifies a candidate to hire in Faculty Search.
2. (Academic) HR Analyst or (Academic) HR Partner creates a position using the job requisition process in Workday.
3. (Academic) HR Analyst or (Academic) HR Partner enters the Faculty Search Position ID in Workday.
4. APARS Recruiter enters Workday job requisition number in Faculty Search.
5. APARS Recruiter updates the application status to Send Candidate to Workday.
6. (Academic) HR Analyst or (Academic) HR Partner completes the hiring process in Workday.

Faculty Search to Workday Integration

Workflow



Faculty search to Workday integration

ASU Academic Personnel Actions Reporting System

Arizona State University > Positions >

Phase 1, Scenario 1, Test Position #3

Position Actions ▾

Unit	Status	Opens	Closes
Sun Devil Athletics Administration	TEST POSITION change	Apr 1, 2024	No date set

Applicants

Search by name, education, or status

6 of 6 Applicants Shown.

<input type="checkbox"/>	Applicant Name ▾	Date Updated ▾	Applicant Status	Tags	My Overall Rating ▾
<input type="checkbox"/>	[Name] Complete	04/03/24 07:18 PM EDT			☆☆☆☆☆
<input type="checkbox"/>	[Name] Complete	04/03/24 06:56 PM EDT			☆☆☆☆☆
<input type="checkbox"/>	[Name] Complete	05/09/24 08:57 PM EDT	Candidate Received by Workday		☆☆☆☆☆
<input type="checkbox"/>	[Name] Complete	04/03/24 06:55 PM EDT			☆☆☆☆☆
<input type="checkbox"/>	[Name] Complete	04/30/24 06:16 PM EDT			☆☆☆☆☆
<input type="checkbox"/>	[Name] Complete	05/16/24 01:56 PM EDT	Send Candidate to Workday		☆☆☆☆☆

Benefits for academic personnel



Web directory update

Impacts on web directory due to Workday go-live on **Dec. 23**:

- HR data will update information from Workday to the web directory.
- Titles will have a new “business title” field. The Provost’s Office will approve these to ensure the titles are consistent. If desired, business titles will be approved by the Provost’s Office and displayed in iSearch. These are an expansion of your job title.
- If there is no business title, the job title is used.
- Title updates from HR currently take around two weeks — tied to the payroll cycle. This may improve after Workday goes live.

Web directory update

- Faculty rank for emeritus professors and other courtesy affiliates will be removed from faculty rank when Workday launches. This may be restored with a later courtesy affiliate project.
- Faculty rank category name for Fixed Term Faculty and Academic Professional may be updated.
- The faculty rank will be blank if a rank is not available — i.e., staff.

Benefits for academic personnel

- Full titles in the system and directory — no more abbreviations.
- Request leaves of absence in Workday.
- See appointment and track dates on the employee profile.

Current Appointments Appointment History

1 item

Track Type	Identifier	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Tenure Award Date	Job F
Tenure/Tenure-Track Faculty >> Tenured/Tenure-Track Faculty	Primary - Primary	HIDA - School of Music, Dance and Theatre	Associate Professor	Primary	100.00%	08/16/2001	08/16/2001	08/16/2004	Asst Profe

Benefits for academic personnel

- Notice of appointments — NOA — will be accepted in Workday.

Reviewed Documents

Generated Documents 1 item

Document	Signature Type	Signed By	Signature Date	Uploaded Document
 Notice of Appointment (NOA) Template 2024-07-26.pdf	E-sign by Adobe Sign	Aaliyah Employee	07/26/2024 10:44:17 AM	 Notice of Appointment (NOA) Template_uploaded

- Renewal and mandatory review dates for multi-year faculty and academic professionals.

Current Appointments Appointment History

1 item

Appointme	Identifier	Track Type	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Appointment End	Academic Review Date	Position Number	Job Profile	HR FTE	Blended FTE	Pay
Q	Primary - Primary	Career-Track Faculty -> Career-Track Faculty Multi-Year	TCLAS - Department of Psychology	Teaching Professor	Primary	100.00%	08/12/2019	08/12/2019	05/15/2025	08/16/2023	P-159797	Director Clin Asst Professor	100.00%	75.00%	Yes

Benefits for academic personnel

- Visibility into joint appointments, affiliations and administrative roles.

Current Appointments Appointment History

2 items

Appointm	Identifier	Track Type	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Appointment End	Academic Review Date	Position Number	Job Profile	HR FTE	Blended FTE	Pay
🔍	Primary - Primary	Career-Track Faculty >> Career-Track Faculty Multi-Year	TCLAS - Department of Psychology	Teaching Professor	Primary	100.00%	08/12/2019	08/12/2019	05/15/2025	08/16/2023	P-159797	Director Clin Asst Professor	100.00%	75.00%	Yes
🔍	Joint - Joint	Administrative >> Administrative Appointment	Department of Physics-AU OCM	Initiative Director	Initiative Director	100.00%	09/09/2024	09/09/2024	02/28/2025		P-151034	SUM/WTR Faculty Teaching	100.00%	100.00%	No

Benefits for academic personnel

- View sabbatical leaves.

The screenshot displays the ASU HR system interface for viewing sabbatical leaves. On the left is a navigation sidebar with the ASU logo and user information for Samara Sabbatical, Associate Professor. The main content area is divided into two sections: 'Absence Requests' and 'Absence Balance'. The 'Absence Requests' section shows a table with one item: 'Sabbatical - 1 Semester or Half-Fiscal Year - Paid', with dates for Leave Return Event (06/07/2024), First Day of Leave (06/10/2024), Actual Last Day of Leave (06/28/2024), Estimated Last Day of Leave (12/10/2024), and First Day Back at Work (07/01/2024). Below this is a 'Time Off Requests' section with 0 items.

The 'View Event' window provides a detailed view of the sabbatical request. It shows the overall process as 'Successfully Completed' and lists the following details:

- For: Samara Sabbatical
- Overall Process: Absence Request: Samara Sabbatical
- Overall Status: Successfully Completed
- Details - Process:
 - Last Day of Work: 06/07/2024
 - First Day of Absence: 06/10/2024
 - Estimated Last Day of Absence: 12/10/2024
 - Actual Last Day of Absence: 06/28/2024
 - Type: Sabbatical - 1 Semester or Half-Fiscal Year - Paid
- Supporting Data (4 items):

Description	Value as of First Day of Leave
Prior Balance	180
Units Requested for Current Leave	15
New Balance	165
Years of Service	22

New, changed or same for academic personnel

What's new and changed:

- All appointment letters will be available in the employee profile.
- Hiring occurs in Workday.
- My ASU will link to Workday for HR needs.

Status quo:

- APARS Faculty Search will continue for recruitment.
- APARS ASU Vita will continue for vitae building and accreditation.
- APARS RPT will continue for annual evaluations and other processes like probationary reviews.
- Course evaluations will still be done through the University Office of Evaluation and Educational Effectiveness — UOEEE.

Resources and next steps



Before go-live

- Academic organization and academic appointment data were reviewed and will be loaded into Workday soon.
- Deadlines for other functions, including job data, were announced in early November. Review the [Workday pre-launch schedule](#).

After go-live

- The data in academic appointments and academic organizations at go-live is a snapshot as of **Sept. 1**.
- Any changes must be **entered in Workday** — promotions, retirements, resignations, tenure clock extensions, etc.

Academic personnel pay calendar

- Current academic personnel **pay calendar remains the same.**
- Academic pay will be implemented **May 2025.**
- **Starting May 2025**, academic pay will be aligned with faculty contracted offer letters.
 - Summer academic pay coincides with the start and end of the summer semesters from **May 16 to Aug 15.**
 - Academic pay coincides with the academic appointment from **Aug 16 to May 15.**
- Academic personnel can **choose a disbursement period** of either 12 or 9 months.

The background of the slide is a light gray network pattern consisting of numerous small dots connected by thin lines, creating a complex web of interconnected nodes and edges.

Learn more

hcm.asu.edu

Contact

hcm-innovation@asu.edu

A photograph of several tall, yellow-green flower stalks of an Aloe vera plant. The stalks are covered in small, tubular flowers. A small bee is visible on one of the stalks. The background is a soft, out-of-focus green.

Thank you!