FLORIDA ATLANTIC UNIVERSITY

Your **future** awaits.

New Faculty Orientation
Intro to Workday

Intro

- Workday is FAU's system of record for Human Resource data including:
    1. Date of Hire
    2. Business Title
    3. Education (Highest Degree)
    4. Compensation
    5. Contacts
    6. Benefits

- Every FAU employee has access to Workday.

- Upon completion of your hire please review you own data for accuracy.

- The security roles in Workday determine your level of access and also prevent others from viewing your personal data.

Logging In

- Starting at **fau.edu** click on "Faculty/Staff"

- Click on Workday

Faculty & Staff

Logging In (Continued)

- Workday requires Two-Factor Authentication as an additional security layer.
- Enroll devices through the OIT website: https://www.fau.edu/oit/accounts/mfa.php

Logging In (Continued)

- Downloading Workday data containing compensation amounts, or other sensitive data, requires accessing the VPN when off campus or working remote.

- Information about the FAU VPN option: https://fau.edu/security/vpn/

Virtual Private Network (VPN)

The FAU VPN service allows approved faculty and staff to access certain secure on-campus resources. The VPN supports Windows 8.1 and 10 (64bit), Mac OSX 10.13 and later, Android 7.0 or later, and Apple iOS 12 or later. If you would like to request VPN access, please open a service request at the FAU Help Desk http://helpdesk.fau.edu or call **561-297-3999**.

Accessing the VPN network

Once your VPN access has been approved, please download & install the VPN Client Software installation file that is appropriate for your operating system. When setting up the URL to connect to in the Pulse Secure client, use the following URL https://vpn.fau.edu or see the instructions below for the "Pulse Secure" mobile access.

NOTE You must have two-factor authentication enabled to use our VPN services. See Information below.

Landing Page

Navigating Workday (Top Left / Top Right)
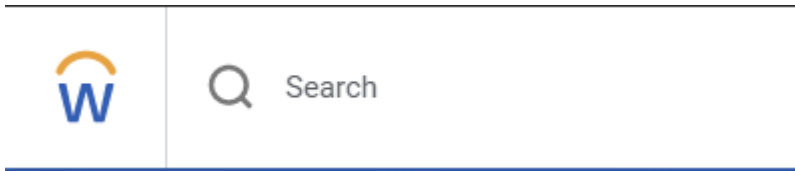
- **Workday Logo** – This is the home button and will return you to the landing page.
- **Search Bar** – Used to navigate to Workday to find reports or employees
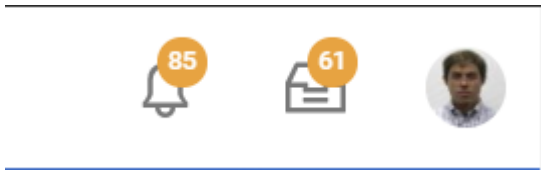
- **Alert Bell** – Notifies you when a report or requested action completes.
- **Inbox** – Approvals in Workday route through the inbox and require your approval to move forward. Inbox examples:
  - Approving time clock entries as the manager of a Graduate Student Worker

- **FAU ID Photo** – Each Employee sees their own FAU ID pictured in the top right corner. Click on your face to access your personal profile in Workday.

Navigating Workday (Mid Left)

- **Announcements** – FAU will frequently publish important information in the announcements section. Click an item for further details.

- **Inbox** – Same functionality to the Inbox icon located on the top right from the previous page. This panel displays the first few inbox items in your inbox for quick access.

Navigating Workday (Mid Right)

- **Applications** – A panel displaying the most commonly utilized widgets in Workday. Click an icon to explore actions in Workday. Some of the more commonly used widget include:
  - FAU Job Aids
  - My Team
  - Absence
  - Personal Information

- There are many ways to access and view the same information in Workday.

FAU Job Aids

- Job Aids are guides created by the FAU community to assist with completing processes and tasks in Workday.

- There are many Job Aids available to review, but two of the most relevant to Faculty include:
  - **Request Absence Job Aid** – used for requesting time off through either annual leave or sick leave.
  - **How to establish Delegations** – used to delegate a Workday task (ex: creating an expense report) to a department administrator. This will allow entry of Workday information and approvals to be completed on your behalf.

Personal Profile

- Click on your FAU ID Photo and select "Home" to access your profile page and view your personal data.

- Upon completion of your hire please review you own data for accuracy.
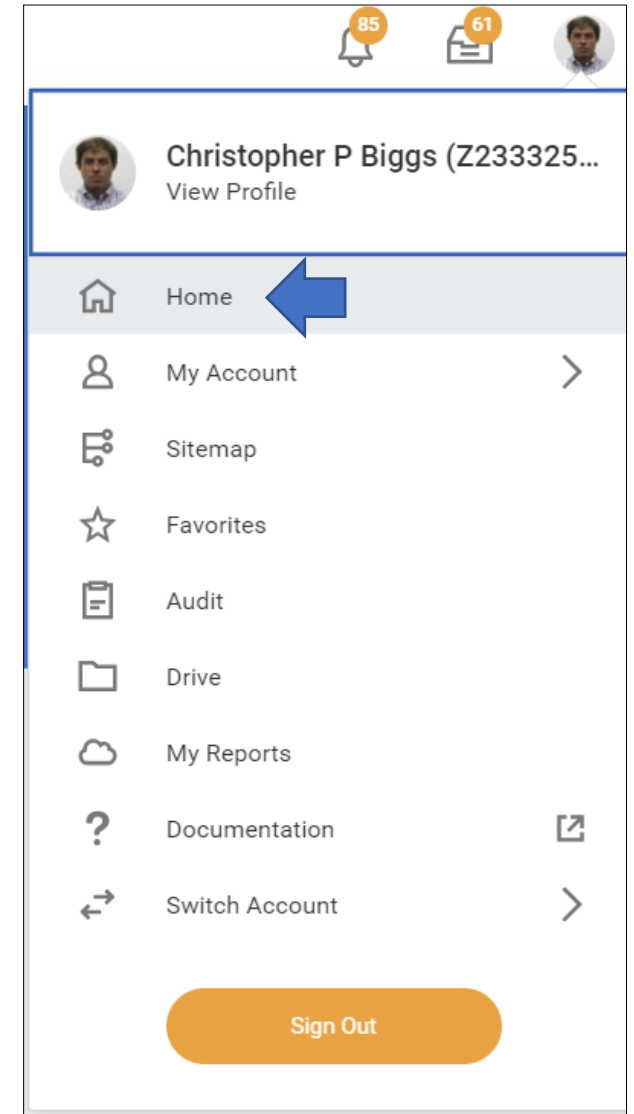
Personal Profile (Continued)

Employee ID
Z23332524

Location
Boca Raton

Manager
Christa Eitel (Z80005796)

Work Space
Boca Raton > 10 - Kenneth R Williams Admin Blg (AD) > 10_Room 388A

Christopher P Biggs (Z23332524)

Associate Director, Academic Finance and Administration

Actions

Phone | Email | Team

- Summary
- Job
- Academic
- Personal
- Career
- Performance
- Compensation
- Benefits
- Pay
- Time Off
- Travel
- Overview

- A series of quick link options exist on the left hand side of your personal profile. Click through each to verify your information in Workday.

- Workday serves as a campus directory allowing you to search for other employees.

- Depending on your security level you can access to view the following:
  - Summarized Job Details
  - Phone #
  - Email Address
  - Organizational Team
  - Work Space
  - FAU ID Photo

Faculty Job Profile: In-Unit or Out-of-Unit & Job Code

Click on the blue Job Profile link under Job Details to reveal the associated Job Code and Job Family.

Faculty Job Profile: In-Unit or Out-of-Unit & Job Code (Continued)

Associate Professor ...
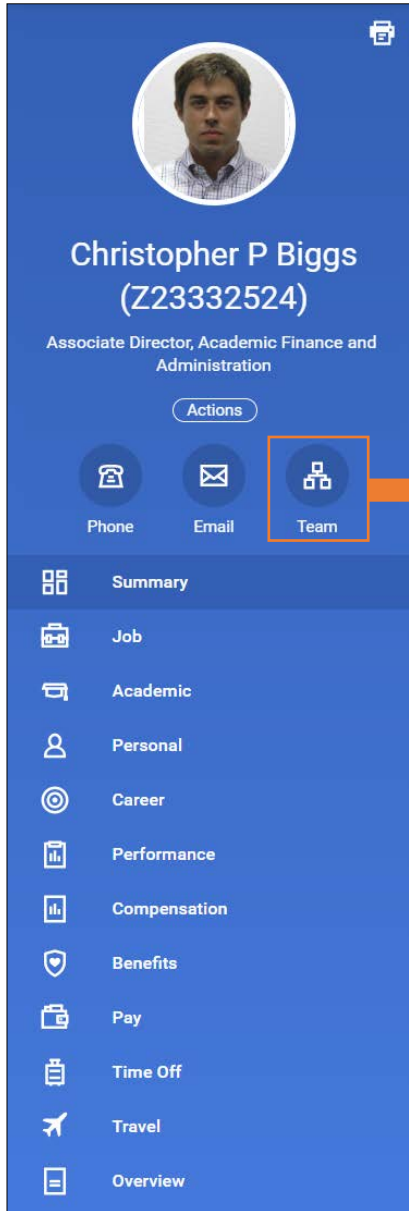
Overview	Qualifications	Pay

Overview	Characteristics	Compensation

Edit

Inactive	No
Effective Date	04/19/2021
Date of Last Change	01/21/2021 02:21:19.360 PM
Job Profile Name	Associate Professor
Job Code	9002
Include Job Code in Name	No
Job Profile Summary	Responsible to a Chair or other appropriate administrator of a State university. Responsible for teaching, research, service, and related administrative activities. Responsible for academic advising and related activities. May represent the university, college/school, or department/unit on university and/or Statewide committees.
Job Description	
Additional Job Description	
Job Title Default	(empty)
Restrict to Country	(empty)
Management Level	9 Individual Contributor
Job Family	Faculty - In Unit

- The blue link from the previous page navigates to the job profile details page.

- This is the only place where the Job Code and Job Family are visible.

- The job profile will change as you move through the promotion process, or step up/down into a faculty administrative role.
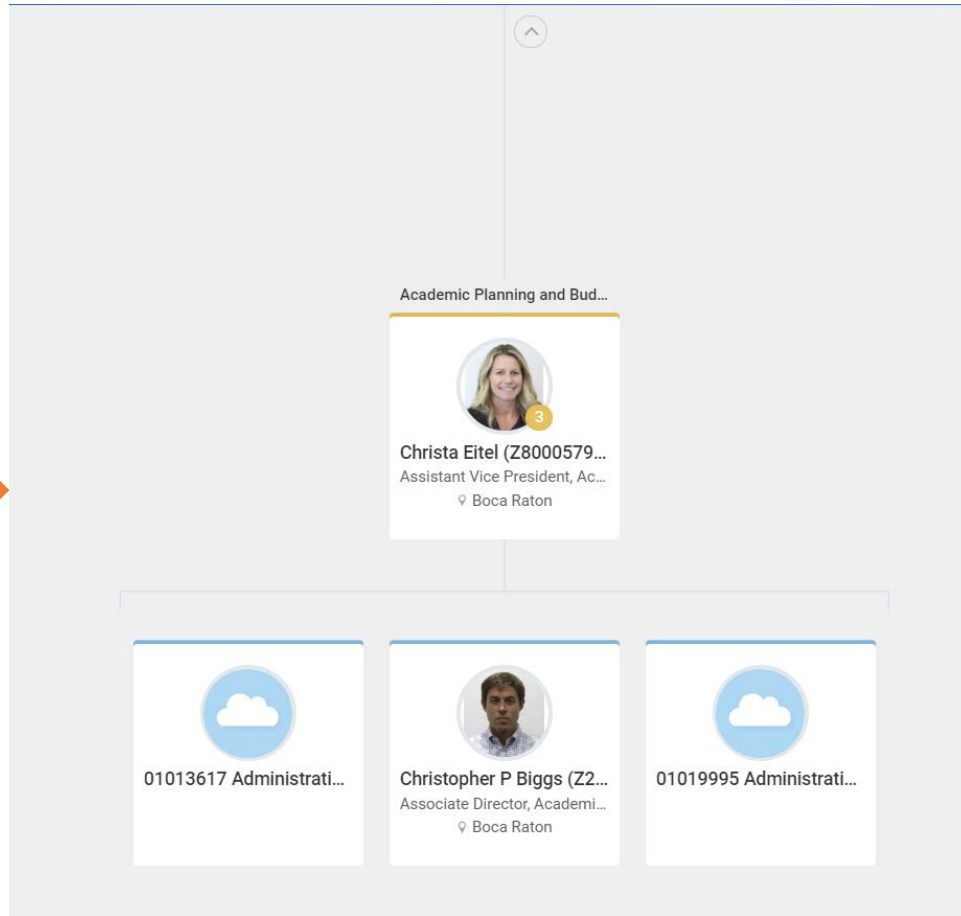
Team / Organizational Chart View

- The Team button is a fantastic tool for exploring the organizational structure of a department or college.

- You can navigate up or down through management teams (yellow barred boxes) to see which faculty or staff report to which manager.

- Click on the employee name to see the view their Profile.

- Boxes with blue bars are non-managerial positions.

- Boxes with cloud icons indicate unfilled positions.

Job Details

- Panel displaying the basic HR data related to your current position.

- Verify the Business Title, Work Space, and Hire Date for accuracy.

- As you position, rank or title changes at FAU this page will update to the display the most recent data.

Academic Appointment

Academic

Current Appointments	Appointment History

1 item

	Identifier	Track Type	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Academic Review Date	Position Number	Job Profile	HR FTE	Blended FTE	Pay
🔍	P - Primary	Instructional >> Tenure	College of Nursing	Assistant Professor	Assistant Professor	100.00%	08/06/2014	08/06/2014	08/01/2020	978806	Assistant Professor	100.00%	75.00%	Yes

- Academic Appointment Panel displays your current appointment information including:

  - Track Type (Tenure / Non-Tenure / Research)

  - Academic Unit (College of Department)

  - Academic Rank

  - Click the magnifying glass on the left hand side for even more information related to your appointment.
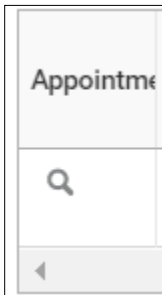
Personal Information

- Personal Panel includes your contact information, Union Membership info and other important data to be verified upon completion of your hire.

- If you find errors or discrepancies please contact your department administrator, or HR representative.

- Personal data cannot be viewed by other employees without additional security access.

Compensation

- Review the Compensation page to verify that your current base salary and allowances match the amounts in your offer letter.

- The Compensation Plan information will show whether you're paid over 9/10 months, 12 months, or on a deferred / non-deferred payment plan.

- Enrollment in deferred pay will be available at the end of your first year. HR will reach out with more details during the spring semester.

Compensation (Continued)

	Current Activity Pay	Compensation	**Pay Change History**	Historical Activity Pay				

Pay Change History 9 items

Effective Date	Compensation Action	Reason	Total Salary & Allowances	Total Base Pay	Currency	Frequency
09/07/2019	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	76,970.02	76,970.02	USD	Annual
02/25/2019	Ad-hoc Compensation Change	Request Compensation Change > Special Pay Increase > Salary Compression/Equity	75,460.80	75,460.80	USD	Annual
10/06/2018	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	74,750.45	74,750.45	USD	Annual
10/07/2017	Ad-hoc Compensation Change	Request Compensation Change > Collective Bargaining Agreement for Faculty Increase > Collective Bargaining Agreement for Faculty Increase (MERIT PROCESS ONLY)	73,284.75	73,284.75	USD	Annual
10/07/2017	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	72,527.73	72,527.73	USD	Annual
10/08/2016	Ad-hoc Compensation Change	Request Compensation Change > Collective Bargaining Agreement for Faculty Increase > Collective Bargaining Agreement for Faculty Increase (MERIT PROCESS ONLY)	71,809.63	71,809.63	USD	Annual
10/08/2016	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	70,823.54	70,823.54	USD	Annual
07/30/2016	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	69,399.48	69,399.48	USD	Annual
08/06/2014	Ad-hoc Compensation Change	Request Compensation Change > Conversion > Conversion	68,000.00	68,000.00	USD	Annual

Period Activity History 29 items

Effective Date	Business Process	Status	Position	Reason	Period	Period Activity Total
04/20/2020	Period Activity Assignment	Successfully Completed	978806 Assistant Professor	Period Activity > New > new	2019-2020 Intersession	4,000.00 USD
04/20/2020	Period Activity Assignment	Rescinded	978806 Assistant Professor	Period Activity > New > new	2019-2020 Intersession	5,000.00 USD
04/16/2020	Period Activity Assignment	Successfully Completed	978806 Assistant Professor	Period Activity > New > new	2019 - 2020 Academic Year	15,000.00 USD
04/16/2020	Period Activity Assignment	Successfully Completed	978806 Assistant Professor	Period Activity > New > new	2020 Calendar Year	5,000.00 USD

- The Pay Change History panel details the changes to your base salary, plus any allowance changes over time. For in-unit faculty, this panel also shows the amount of increase from a negotiated UFF contract.

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Compensation (Continued)

Effective Date	Business Process	Status	Reason	Period	Period Activity Total
05/11/2021	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2021 Summer Session 1	22,228.07 USD
05/11/2021	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2021 Summer Session 1	4,500.00 USD
05/06/2020	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2020 Summer Session 1	20,880.46 USD
04/28/2020	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2020 Summer Session 1	6,000.00 USD
01/10/2020	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2020 Spring - Full Semester	5,500.00 USD
07/31/2019	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2019 Fall - Full Semester	5,000.00 USD
05/21/2019	Period Activity Assignment	Successfully Completed	Period Activity > Correction > Correction	2019 Summer Session 1	23,777.52 USD
04/12/2019	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2019 Summer Session 1	23,657.52 USD
01/14/2019	Period Activity Assignment	Successfully Completed	Period Activity > Correction > Correction	2019 Spring Semester	6,540.00 USD

- The Period Activity History section shows PAP payments tied to summer instruction, or overload assignments. Under "Business Process" click on the "Period Activity Assignment" link to see the full details.

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Payslips

Pay

| Input | Tax Elections | Payment Elections | **Payslips** |

Payslip Printing Details 1 item

Company	Payslip Printing Details
Florida Atlantic University	You do not receive a paper copy of payslips.

Print Multiple Payslips

Payslips 10 items

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Florida Atlantic University	07/11/2020	07/24/2020	07/31/2020	2,951.62	2,441.74	View	Print
Florida Atlantic University	06/27/2020	07/10/2020	07/17/2020	6,308.77	4,795.02	View	Print
Florida Atlantic University	06/13/2020	06/26/2020	07/03/2020	6,308.82	4,795.06	View	Print

- The Pay panel is where you will find your payslips should you need to print them.

- Clicking the "Print" button will run a report in Workday to generate a payslip. Check the Notification icon (top right) for the report if it doesn't pop up right away.

Notifications

Viewing: All   Sort By: Newest

From Last 30 Days

Document Available
Payslip_to_Print_08_02_2020.pdf is now available in My Reports
2 minute(s) ago

Document Available

2 minute(s) ago

Payslip_to_Print_08_02_2020.pdf is now available in My Reports

Details   Payslip_to_Print_08_02_2020.pdf

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Other Important Panels

Career

Performance

Benefits

- **Career –** Contains the Education and Certificate information received a entered into Workday. Review that your highest degree awarded is entered.

- **Performance –** Faculty annual evaluations are conducted outside of Workday. This panel will reflect the final score received, and not the evaluation itself.

- **Benefits –** Limited information related to retirement contributions are housed in this panel. For questions about benefits please contact an HR representative.

Questions?

For additional assistance navigating Workday, or correcting errors, it is recommend you contact your departmental administrator or college business manager for help.