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 your 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
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](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.
Welcome, Christopher P Biggs (Z23332524)

Announcements
5 Items

7/1/2020 - Changes to the Certification of Report P...
7/1/2020 - Effective the first pay period in Fiscal Year 2021
(June 27 – July 10), Florida Atlantic University will be using...

5/18/2020 - COVID-19 Talent Share Program
5/18/2020 - The Department of Human Resources has launched a Talent Share Program that is designed to assist...

3/19/2020 - Important Notice to all Employees Wor...
3/19/2020 - Please follow instructions for submitting the COVID-19 Alternative Work Arrangement form in your Work...

Inbox
6 Items

Period Activity Pay - 2020 Fall - Full Semester
18 hours ago - Due 06/03/2020, Effective 06/02/2020

Period Activity Pay - 2020 Summer Session 3
1 day(s) ago - Due 06/03/2020, Effective 06/01/2020

Period Activity Pay - 2020 Fall - Full Semester
1 day(s) ago - Due 06/03/2020, Effective 07/31/2020

Applications
18 Items

FAU Job Aids
Performance
Career
Recruiting

Grants Management
My Team
Pay
Absence

Time
FAU Reporting Dashboard
Budget
Favorites

Adaptive Insights
Personal Information
Benefits
Expenses

Reports
Payroll Accounting Reports
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 widgets 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)

• 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
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**

<table>
<thead>
<tr>
<th>Overview</th>
<th>Qualifications</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>Characteristics</td>
<td>Compensation</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th><strong>Job Code</strong></th>
<th>9002</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Include Job Code in Name</strong>: No</td>
<td></td>
</tr>
</tbody>
</table>

**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 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 display the most recent data.
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 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.
• 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.
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.
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.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Business Process</th>
<th>Status</th>
<th>Reason</th>
<th>Period</th>
<th>Period Activity Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/2021</td>
<td>Period Activity Assignment</td>
<td>Successfully Completed</td>
<td>Period Activity &gt; New &gt; new</td>
<td>2021 Summer Session 1</td>
<td>22,228.07 USD</td>
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<tr>
<td>05/11/2021</td>
<td>Period Activity Assignment</td>
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<td>2021 Summer Session 1</td>
<td>4,500.00 USD</td>
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<td>Period Activity Assignment</td>
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<td>Period Activity &gt; New &gt; new</td>
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<td>20,880.46 USD</td>
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<td>Period Activity Assignment</td>
<td>Successfully Completed</td>
<td>Period Activity &gt; New &gt; new</td>
<td>2020 Summer Session 1</td>
<td>6,000.00 USD</td>
</tr>
<tr>
<td>01/10/2020</td>
<td>Period Activity Assignment</td>
<td>Successfully Completed</td>
<td>Period Activity &gt; New &gt; new</td>
<td>2020 Spring - Full Semester</td>
<td>5,500.00 USD</td>
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<td>07/31/2019</td>
<td>Period Activity Assignment</td>
<td>Successfully Completed</td>
<td>Period Activity &gt; New &gt; new</td>
<td>2019 Fall - Full Semester</td>
<td>5,000.00 USD</td>
</tr>
<tr>
<td>05/21/2019</td>
<td>Period Activity Assignment</td>
<td>Successfully Completed</td>
<td>Period Activity &gt; Correction &gt; Correction</td>
<td>2019 Summer Session 1</td>
<td>23,777.52 USD</td>
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<tr>
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<td>Period Activity &gt; New &gt; new</td>
<td>2019 Summer Session 1</td>
<td>23,647.52 USD</td>
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<td>01/14/2019</td>
<td>Period Activity Assignment</td>
<td>Successfully Completed</td>
<td>Period Activity &gt; Correction &gt; Correction</td>
<td>2019 Spring Semester</td>
<td>6,540.00 USD</td>
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</tbody>
</table>
• 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.
Other Important Panels

- **Career** – Contains the Education and Certificate information received and 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.