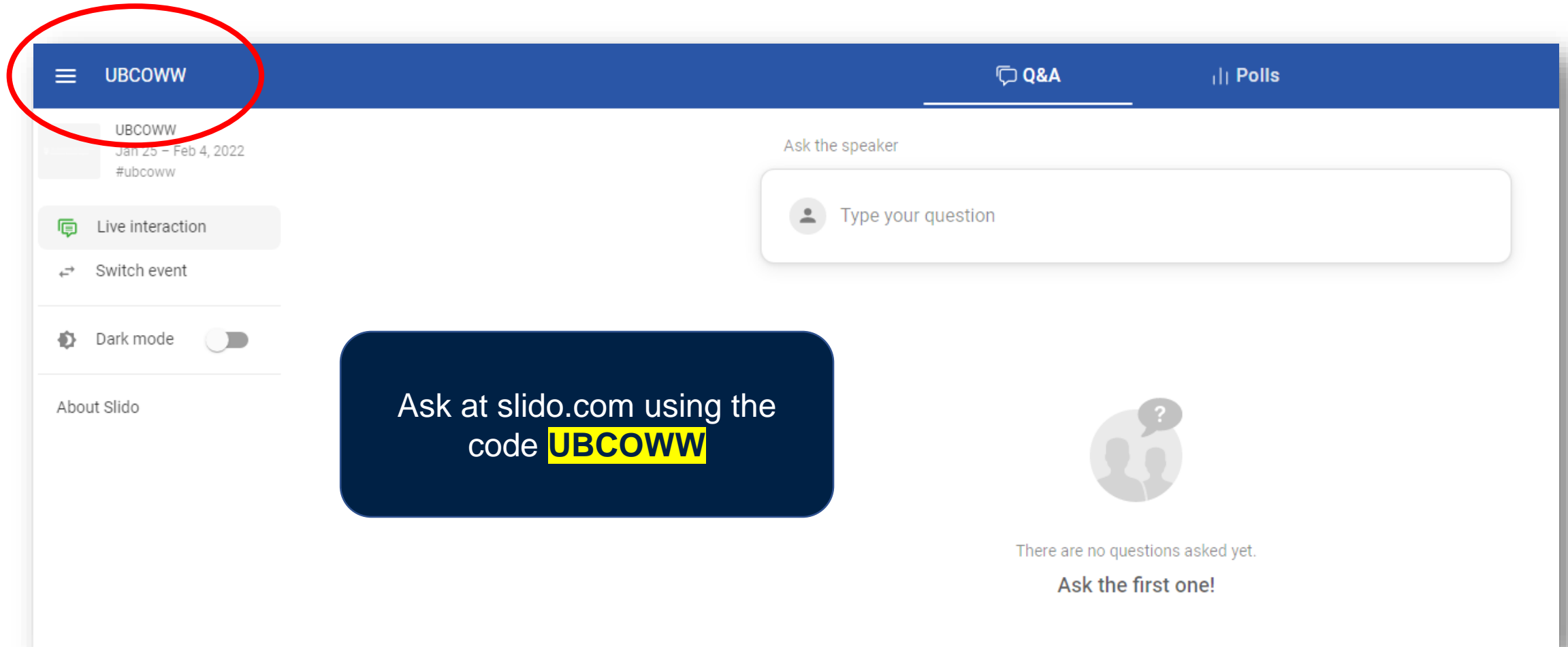


QUESTIONS?



The screenshot shows the Slido Q&A interface for an event named "UBCOWW". A red circle highlights the event name in the top left navigation bar. The interface includes a sidebar with event details, a central Q&A section with a "Type your question" input field, and a bottom section indicating no questions have been asked yet.

UBCOWW

Jan 25 - Feb 4, 2022
#ubcoww

Live interaction

Switch event

Dark mode ☐

About Slido

Ask the speaker

Type your question

Ask at slido.com using the code **UBCOWW**

There are no questions asked yet.
Ask the first one!

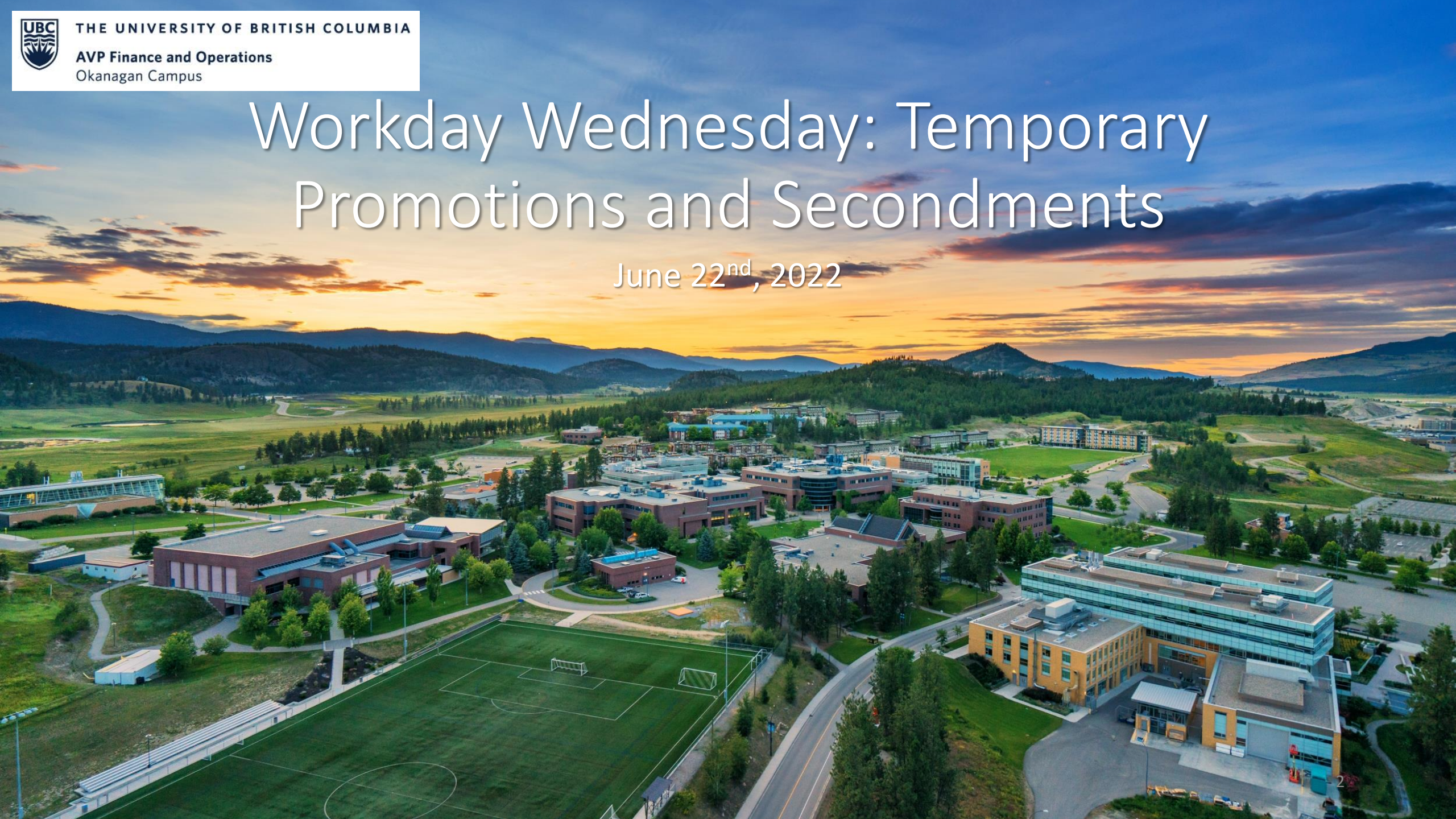


THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Wednesday: Temporary Promotions and Secondments

June 22nd, 2022



RESOURCES AVAILABLE

Change Job: Temporary Promotions & Secondments Knowledge Base Article

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=4b0ef49e1ba70dd045ad766f034bcb4b&table=kb_knowledge

Adjust Employee's Time Off Balance (Maintain Accruals) Knowledge Base Article

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=b36e42581b409d509068c992604bcbfd&table=kb_knowledge

Place Worker on Full Leave of Absence Knowledge Base Article

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=008dfc5e1ba70dd045ad766f034bcbc2&table=kb_knowledge

Change Job: Add Additional Job Knowledge Base Article

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=d635fc2c1b3f41109068c992604bcbe7&table=kb_knowledge

AGENDA

- 1 | Business Process Overview
- 2 | Temporary Promotion & Secondment: Video Demo
- 3 | Nuances & Helpful Tips
- 4 | Q&A

The background of the slide is a high-angle, top-down photograph of a modern, wide staircase. Several students are visible: some are sitting on the steps, one is using a laptop, another is looking at a phone, and others are walking up or down. The image is semi-transparent, allowing the text to be clearly visible.

BUSINESS PROCESS OVERVIEW





WHEN IS THIS BUSINESS PROCESS IS USED?

This process is used in instances when an employee is **temporarily** promoted or seconded into a position and intends to **return** to their ongoing position (and the new position does not require posting).



WHEN TO USE AN ALTERNATE BUSINESS PROCESS

When the employee is Transferred / Promoted into a new position and the employee will **not** be returning to their current position



[Change Job: Transfer \(Staff & Student\)](#)
[Change Job: Promotion \(Staff & Student\)](#)

If the temporary promotion is for a minimal number of shifts



Time Tracking BP

If the new, temporary position requires posting



Leave of Absence BP
Create Job Requisition BP
Managing the Job Requisition BP
Recruitment Add Job BP





PROCESSING A TEMPORARY PROMOTION OR SECONDMENT

The **Place Worker on Leave & Add Job** Business Processes are used to process Temporary Promotions/Secondments. This is **required** to maintain the employee's home position.



Do **NOT** use the Change Job business process to submit a Temporary Promotion/Secondment as this will remove the employee from their home position and their start dates in that position will be lost!

Note: if the temporary promotion/secondment is within the same supervisory organization, the same initiator can complete both Leave of Absence and Add Job BPs.



TEMPORARY PROMOTION & SECONDMENT





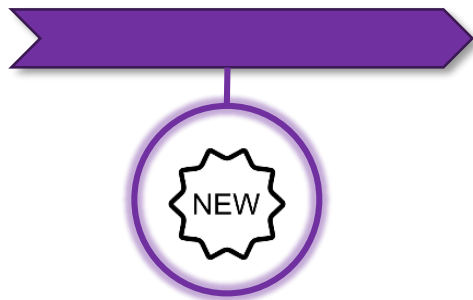
IMPACTS TO EMPLOYEE BENEFITS

- ❑ If the temporary promotion or secondment **results in a change** in Benefit Group, the employee will receive a task to make their Benefit Elections
 - BCGEU employee is temporarily promoted or seconded to a M&P position; they will receive a task to enroll for M&P benefits (this is the case regardless of the length of the M&P position)
- ❑ If the temporary promotion or secondment **does not result in a change** in Benefit Group, benefits will remain the same (no task sent)
 - M&P employee is temporarily promoted or seconded to another M&P position; the benefits will remain the same (no task sent), however, Basic Life insurance and Disability coverage and premiums will change as well as pension contributions due to change in salary



ENDING A TEMPORARY PROMOTION OR SECONDMENT

Three Business Processes are used to end Temporary Promotions/Secondments:



Switch Primary Job
(Home position should be made Primary)



End Job
(Temporary Position)



**Return from
Leave of Absence**
(Home Position)

Note: if the temporary promotion/secondment is within the same supervisory organization, the same initiator can complete the request, End Job BP and Return from Leave of Absence BP.



SWITCH PRIMARY JOB

As the Temporary Promotion or Secondment comes to an end, the temporary department must end the additional (temporary) job. Because the temporary position is currently the primary position, we must switch the primary job back to the ongoing home position. This will allow the temporary department to carry out the 'End Additional Job' BP and end the temporary position.

- 1 To request Switch Primary Job, enter '**Switch Primary Job**' in the Workday search bar and select the **Switch Primary Job** task

Q switch primary job

Search Results 3 items

Tasks and Reports

Switch Primary Job

- 2 Enter the employee name in the Worker field and click OK

Switch Primary Job

Worker *

OK Cancel



SWITCH PRIMARY JOB

3 Select reason and enter the effective date

Reason *

Search

← Primary Job Change

- ☒ Switch Primary Job > Primary Job Change > Change in Hours
- ☐ Switch Primary Job > Primary Job Change > New Job is Primary
- ☐ Switch Primary Job > Primary Job Change > Primary Job is Ending

4 Select proposed primary job

Proposed Primary Job

Primary Job
[Redacted] Professor (tenure)

Proposed Primary Job *

x [Redacted] Associate ...

Dean

5 Review details and click Submit

NUANCES & HELPFUL TIPS



>> NUANCES AND HELPFUL TIPS



WHAT HAPPENS WHEN THE EMPLOYEE IS MADE ONGOING IN THE PROMOTED/SECONDED POSITION?





NUANCES AND HELPFUL TIPS



UPDATE VACATION BALANCE

Please review the knowledge base article **Adjust Employee's Time Off Balance (Maintain Accruals)** to determine whether you will need to update the employee's vacation balance at the time of **Add Job** and **End Job**.