

Global Navigation

LEGEND: Blue text : External content to link, Black text: ISC internal content to write. Green color highlight: Don't know

Benefits

Insurance Options

keywords

family business, new parents

Health Insurance

Keywords: benefit enrollment, health concerns

- Who's eligible?
 - FT, PT, Temp, Spouse/partner, dependents
 - Academic student employees (ASEs)
- Health insurance options and comparison
- Enroll Benefit
- Change health insurance
- [FSA/HSA goes here]
- DCAP (Dependent care assistance program)
- Cobra

Dental Insurance

Keywords: benefit enrollment

- Who's eligible?
- Enroll
- Change your dental plan

Life Insurance and AD&D

Keywords: benefit enrollment

- Who's eligible?
- Enroll
- Buying additional life insurance
- Change/cancel the coverage

Long-term Disability Insurance

Keywords: benefit enrollment, health concerns

Retirement Planning

keywords

family business, retirement, money matters, new parents

Primary Plans

Keywords: retirement, benefits enrollment

- Who's eligible?
- UW Retirement Plan
- Public Employees' Retirement Plan 1, 2, & 3
- Teachers' Retirement System 1, & 2
- Law Enforcement and FireFighters' Plans
- Managing beneficiaries

Voluntary & Supplemental Plans

Keywords: retirement, benefits enrollment

- Voluntary Investment Program
- Deferred Compensation
- Managing beneficiaries

Financial Planning Assistance

Keywords: retirement, economic misfortune, first home

- Fidelity NetBenefits
- Retirement planning seminars
- Financial planning seminars

Managing Beneficiaries

Keywords: retirement, marriage, divorce, birth, adoption, death in the family

- Definition
- Procedure

Work + Life

keywords

family business, classes, money matters, new parents

Health, Wellness, & Family

Keywords: marriage, birth, adoption, personal crisis, health concerns, community, skill building

- Eldercare assistance
- Childcare assistance
- Dependent care assistance program
- Parenting classes
- Mental health services
- Spiritual guidance
- IMA memberships
- Health & fitness classes
- Cooking classes and demonstrations
- Annual flu shots

Major Life Events

- Marriage
- Divorce
- Birth & Adoption
- Death in the Family
- Health Concerns (For You or Loved Ones)
- Personal Crisis
- Buying Your First Home
- Long-Distance Moves
- Economic Misfortune

Alternative Work Arrangements

Keywords: long-distance moves, personal crisis, health concerns, birth, adoption

- Who's eligible?
- LTD for Residents & fellows, Medical students, etc.
- Enroll

Managing Dependents & Beneficiaries

Keywords: marriage, divorce, birth, adoption, death in the family

- Add/remove dependents (by birth/death/etc)
- Change beneficiaries of Life Insurance, Retirement plan, etc.

Retirees (and Those Soon to Be)

Keywords: retirement, community

- Preparation workshops
- Retirement eligibility by plan
- Retirement checklists
- Insurance for retirees / VEBA
- Husky cards after retirement
- UWRA
- Returning to work after retirement

- Flexible schedules
- Working from home
- Working remotely

University Services

Keywords: economic misfortune, divorce, personal crisis

- Transportation options
- Parking passes
- UW Libraries
- Financial planning help
- Legal services

Classes

Keywords: skill building, community

- Tuition exemption / academic classes
- Makerspace
- Experimental college
- Whole U classes

Discounts

Keywords: economic misfortune

- Employee discounts / UPass discounts / Whole U
- Money-saving tips

Time & Absence

Time Reporting

Tools & Usage

- Workday
- UW MC System

Reporting Your Time

Does This Apply to Me?

Do you work here? Then yes.

- Enter time (Job aid)

Correcting Mistakes

- For WorkDay

Accessing Older Timesheets

- Older timesheets in Workday
- Older timesheets in legacy systems

Instructions for Managers and Administrators

Vacation

keywords

Annual leave,

Taking Vacation

Keywords: personal crisis

- Vacation time balance (Job aid)
- [Personal holiday](#)
- Using vacation time (Job aid)
- [UW paid holidays](#)
- [Holiday calendar](#)

Comp Days

- <http://hr.uw.edu/ops/leaves/overtimecompensatory-time/>

Academic Sabbatical

Keywords: personal crisis

- <http://ap.washington.edu/ahr/policies/leaves/leave-without-pay/>

Sick Time

keywords

Sick leave, Extended leave, long-term leave, LOB(leave of absence)

Making Time for a Doctor's Appointment

Keywords: health concerns

- <http://hr.uw.edu/professional-staff-program/>

audiences: overtime eligible, overtime exempt

Ordinary Illnesses & Injuries

Keywords: health concerns, personal crisis

- Sick time balance (Job aid)
- Using sick time (Job aid)
- [Managing stress](#)

Serious Ailments, Accidents, & Long-Term Conditions

Keywords: personal crisis, health concerns

- Sick time balance / using sick time (Job aid)
- [Serious conditions and accidents can make use of the Family & Medical Leave Act](#)
- Workman's compensation
 - <https://risk.uw.edu/claim>
 - <http://www.ehs.washington.edu/ohsoars/index.shtm>
- [Taking disability leave](#)
- [Unpaid leaves of absence](#)
 - Requesting Leave of Absence (Job aid)
 - Requesting return from Leave of Absence (Job aid)
- [Flex time / working from home](#)
- [Disability accommodation](#)

Personal Time

keywords

Family emergency

Becoming a Parent

Keywords: birth, adoption

- [Pregnancy + childbirth](#)
- [Parental](#)
- Dependent care assistance program
- [What if I adopted?](#)
- [What if my spouse works for the UW, too?](#)
- [Flex time / working from home](#)
- [FMLA stuff](#)
 - [Eligibility](#)
- [Extending your leave](#)

audiences: professional + classified, non-union classified, part time staff

Caring for Relatives

Keywords: health concerns

- [Does my ___ count?](#)
- [Flex time / working from home](#)
- [Unpaid leaves of absence](#)
 - Requesting Leave of Absence (Job aid)
 - Requesting return from Leave of Absence (Job aid)
- [Help through CareLink](#)

Death in the Family

Keywords: death in the family

- [Bereavement time](#)
- [Counseling services at the UW](#)

Errands

- <http://hr.uw.edu/professional-staff-program/>

- <http://hr.uw.edu/dso/>
- [Ergonomics evaluation](#)

What to Do When You Need More Time Off

Keywords: personal crisis, health concerns

- [Personal holiday](#) / vacation time (Job aid)
- [Shared leave program](#)
- [Flex time / working from home](#)
- [Unpaid leaves of absence](#)
 - Requesting Leave of Absence (Job aid)
 - Requesting return from Leave of Absence (Job aid)

audiences: overtime eligible, overtime exempt

Jury Duty

- <http://hr.uw.edu/ops/leaves/fmla/covered-situations/>

Military Duty

- <http://hr.uw.edu/ops/leaves/military-duty/>

Academic Sabbatical

- <http://ap.washington.edu/ahr/policies/leaves/leave-without-pay/>

Unpaid Leaves of Absence

- [Unpaid leaves of absence](#)
- Requesting Leave of Absence (Job aid)
- Requesting return from Leave of Absence (Job aid)

Pay & Taxes

Your Paycheck

keywords

money matters, taxes

View Paychecks

- Current paycheck (Job aid)
- Past paychecks (Job aid)
- Print paystubs (Job aid)

Direct Deposit

- Set up (Job aid)
- Update [job aid / view]
- How much lead time? (Job aid)

Manage Deductions

- View/change federal withholdings (Job aid)
- View/change charitable donations (Job aid)
- View/change retirement contributions (Job aid)

Adjustments & Corrections

- Paycheck adjustment (Job aid)

audiences: UWMC

Payroll Policies

keywords

Overtime, compensatory time, job classifications, professional staff, academic staff, faculty, classified staff, non-union classified staff, student employees, union contracts, employment verification

Who Gets Overtime?

- [Definition](#)
- [Comp time](#)

Job Classifications & You

- Professional Staff
- Librarians & Academic Staff
- Faculty
- Classified Staff
- Non-Union Classified Staff
- Student workers
 - Undergraduates
 - GSAs

Reimbursements

- [What can be reimbursed?](#)
 - [Travel](#)
- [Process](#) (Ariba)

Union Contracts

Important Rules for Student Employees

- <http://hr.uw.edu/comp/student-employees/>

Employment Verification Requests

- [What can and cannot be verified](#)
- [Standard verification form](#)
- Formal verification on UW letterhead
 - [online form \(current emp\)](#)
 - [Paper form \(cur + former emp\)](#)

Tax Information

keywords

taxes, foreign nationals

Tax Forms & Resources

Keywords: marriage, divorce, birth, adoption, economic misfortune, first home

- [View/change federal withholdings](#)
 - [Updating W4](#)
- [Download current and past W2 forms](#)
- [Download current and past 1099-R forms](#)
- [Download current and past 1098-T forms](#)
- [Download current and past 1042-S forms](#)
- [UW Form 1007 \(for foreign nationals\)](#)
- [IRS withholding calculator](#)

Workers Located in Washington State

Keywords: long-distance moves

- [Fed withholding tax](#)
- [Social security and medicare](#)
- [Payroll tax information](#)

Workers Located Outside Washington State

Keywords: long-distance moves

- [Fed withholding tax](#)
- [Social security and medicare](#)
- [Payroll tax information](#)
- [Out-of-state workers](#)
- [Expats](#)

Foreign Nationals

- [GLACIER/tax treaty](#)
- [Forms and documents](#)
- [Establishing and extending work authorization](#)
- [Wage payments](#)
- [Scholarship/fellowship payments](#)
- Taxes

- [Social Security & Medicare taxes](#)
- [Fed withholding and tax treaties](#)
- [Year end info](#)
- [Working outside of the US](#)
- [Student worker information](#)
- [International scholars/faculty](#)

Profile Information

Personal Information

keywords

Manage Government-Issued Identification

Updating Your Name

- Legal Name
- Preferred Name

Updating Other Personal Details

- personal info: address, phone, emails
 - How to update personal info in Workday (Job aids)
 - Link to Workday

Manage Emergency Contacts

- Change your legal name
 - How to update personal info in Workday (Job aids)
 - Link to Workday
 - Preferred name introduction.
- Update personal info: address, phone, emails
 - How to update personal info in Workday (Job aids)
 - Link to Workday
- Set emergency contacts (Job aids)
- Tools: Workday, Identity.UW
- Manage official identification
 - What they are, why it matters, when to update.

Employee Information

Verify UW Directory Information

Lost or Stolen Husky Cards

Setting or Updating Employee Profile Information

Tools: Workday, Identity.UW

- List yourself in UW directory!
- Update job title (?)
- Update office location, mailbox number, desk phone number, email address
 - How to control directory info in Workday (Job aid)
 - Link to Workday
- Preferred name
 - Preferred name (Job aids)??

- Edit Government IDs (Job aid)
- Edit ID information (Job aid)
- [Related info in Hr.uw.edu](#)

Your Career

Resources for New & Current Employees

keywords

newhire

Onboarding Checklist

- [ONE UW : online](#)
- Complete Onboarding (Job aid)
- [New employee checklist](#)
- Department-level training

Resources for Foreign Nationals

- [International student services](#)
- [Helpful info for foreign nationals](#)

Resources for Disability Accommodation

- [Disability services office](#)
- [Ergonomics evaluation](#)

Enter Personal Information (WorkDay)

- Set up your contact info (Job aids)
- Preferred name (Job aids)
- Set emergency contacts (Job aids)
- List yourself in UW dir(?)

Helpful University Resources

- HR Departments
 - [Academic HR](#)
 - [UW/MC HR](#)
 - [UW HR](#)
 - [Payroll](#)
 - [The Whole U](#)
- Campus Resources
 - [UW IT](#)
 - [UW Transportation](#)
 - [UW Libraries](#)
 - [Office of the Ombud](#)
 - [Safecampus](#)

Career Development

keywords

Skill Building

- [POD courses](#)
- [Experimental College](#)
- [UW continuing education](#)
- Taking classes @ UW: Tuition reimbursement program
 - [Tuition exemption program for UW employees](#)
- [Going to conferences](#)

Job Performance

- [Performance reviews @ the UW](#)
- UW MC performance review:
 - Self-evaluation (Job aid)
 - Additional evaluation (Job aid)
 - Manage goals (Job aid)

Advancement

- Job promotion process & policies
 - [Professional staff](#)
 - [Academic personnel: Promotion & Tenure](#)
 - Academic appointment change (Job aids)
 - [Labor Union Contracts, classified non-union information](#)
 - [Classification Review process](#)
- job boards: [UW Hires](#) / [UW Jobs](#) / [UTemp Staffing](#).

Connect with Communities at the UW

- [UW-IT communities of Practice](#)
- [DO-IT Center Communities of Practice](#)
- [UW employee social groups](#)

Leaving the University

keywords

Retiring

- UW Retirement [Checklist](#)
- [Insurance during retirement](#)
- [Workshops: Prepare to retire from UW](#)
- [Retiree Husky card](#)
- Details by the retirement plan
 - [PERS 1: Preparing to retire](#)
 - [PERS 2: Preparing to retire](#)
 - [PERS 3: Preparing to retire](#)
 - [TRS 1: Preparing to retire](#)
 - [TRS 3: Preparing to retire](#)
 - [LEOFF 2: Preparing to retire](#)
 - [UWRP: Preparing to retire](#)
- [VEBA: Sick leave cash out](#)
- [UW Retirement Association](#)

Resigning

- What happen to your retirement plan? See 'Leaving UW before retire' section under each retirement plan
 - [UW RP, PERS1, PERS2, PERS3, TRS1, TRS3, LEOFF2](#)
- [Checklist - Separating Employee \(MS Word\)](#)
- [Checklist - Transferring Employee \(MS Word\)](#)
- [Checklist - Separating Harborview Employee \(MS Word\)](#)
- [Checklist - Separating UW/MC Employee \(MS Word\)](#)

Layoffs

- [What happen to your benefits & accrued vacation](#)
 - Continuing insurance: [Self-pay](#), [Cobra](#)
- [Job search in UW](#) / [UTemp Staffing](#).
- [UW Carelink](#)
- Transition help
 - [Training](#)

- [Employment @ UW](#)
- [MyUW](#)

- [Resources](#)
- [General unemployment compensation information](#)

Dismissal

- [What happen to your benefits & accrued vacation](#)
 - Continuing insurance: [Self-pay, Cobra](#)
- [Checklist – Separating Employee \(MS Word\)](#)
- [Checklist – Separating Harborview Employee \(MS Word\)](#)
- [Checklist – Separating UW/MC Employee \(MS Word\)](#)
- [UW Carelink](#)

Managing Teams

Employee Management

Tools & Forms

- Workday / approving time sheets (Job aid)
- Ariba
- Myfinancial desktop

Timesheets & Scheduling

- *Approving time off request (Job aid)*
 - [Leave of absences](#)
- Approving timesheets (job aid)
- Employee schedule changes
 - [Flexwork](#)
 - [Telework](#)
- [Extending temp employee appointment](#)

Employee Compensation

- [Determining compensation](#)
- [Merit raises](#)
 - [Job reclassification](#)
 - [Salary review](#)
 - [Academic staff](#)
- *Propose Compensation Change (Job aid)*
- *Request Compensation Change (job aid)*
 - *Period activity pay (Job aid)*
 - Cost-of-living raises
 - [Temporary compensation](#) (job aid)

Audiences: professional staff, classified staff, academic staff, student employees, UWMC

Approving Reimbursements

- [Employee Travel](#)
- [Policy and procedure](#)

Performance & Development

- Guiding career development

Hiring

Tools & Forms

- Tools:
- Workday
 - UW Hires

Hiring process guide

- Step1. Begin recruitment: Job requisition (Job aid)
 - See [classified job title and code list](#)
 - [Academic job codes](#)
 - [Professional staff titles and grades](#)
 - See [understanding employee classifications] if you need help
- Step2. Requisition approved:
 - *Job requisition Change (Job aid)*
- Step3. Review applications & Interview candidates: status tracking in UW Hire
- Step4. Make the offer/Request approval to make offer:
 - [Propose Compensation Hire \(Job aid\)](#)
 - [Freeze Job requisition? \(Job aid\)](#)
- Step5. Post offer:
 - [Close Job requisition? \(Job aid\)](#)

Interviewing and Hiring Tips & Resources

- [Interview tips](#) & checklists
- Salary negotiation
- [Relocation assistance](#)
- Employee onboarding
 - Direct employees here: [UW general onboarding: OneUW](#)
 - Use [Onboarding toolkit](#) for managers to cover everything else you need to do

Team Restructuring

Tools & Forms

- <http://hr.uw.edu/ops/ending-employment/layoff-and-reduction/>

Planning Organizational Change

- Assessing needs & positions
 - <http://hr.uw.edu/pod/organization-al-excellence-and-development/organizations/planning-and-visioning/>
 - <http://hr.uw.edu/pod/organization-al-excellence-and-development/organizations/organizational-efficiency/>
- [Best practices](#)
- [Succession planning](#)
- [Getting help](#)
- Sunsetting position / ending jobs (Job aid) / ending academic appointment (Job aid)

Understanding Employee Classifications

- Classified staff
 - Union contracts
- Non-union classified staff
- Professional staff
- Faculty
- Students / GSAs

Layoff Policies & Procedures

- [Rationale + planning](#)
 - [Differences between staffing types](#)
- [Complex \(multi-position\) layoffs](#)
- [Checklist of things to consider](#)
- [Helping employees through it](#)
- Ending job (Job aid) / ending academic appointment (Job aid)

Audiences: professional staff, classified staff

Reporting & Compliance

Tools & Forms

Performance Reporting

- Collecting team / org / dept metrics
- Personnel performance & metrics

Financial Reporting

- Payroll reporting how to / policies
- Timesheets & leave usage, etc
- Budget reporting how to / policies
- [Links to university financial reports / EDW](#)

Compliance & Training

- [Work Safety / accident reporting](#)
- [Ethics & Conflict of Interest](#)
- Financial conflict of interest (FOI)
- Family Education Rights & Privacy Act (FERPA)
 - [Info](#)
 - [Training](#)
- Health Insurance Portability and Accountability Act (HIPAA)
 - [Info](#)
 - [Training](#)
- General Safety [Training](#)
- Training record repositories
 - [Research staff](#)
 - [Office workers \(EHS\)](#)

audiences: facilities staff, hospital/UWMC staff, lab staff, office staff, pms & designers, PIs, supervisors,

- [Best practices for ensuring good employee performance](#)
- [Job performance review](#) @U
 - UW MC: Employee's performance evaluation
 - *Conducting the evaluation (Job aids)*
 - *Additional evaluation (Job aid)*
- Managing academic appointments
 - Update academic appointment (*Job aid*)
- Managing poor performance
 - [Corrective action for poor performance](#)
 - *UW MC: Conducting the evaluation for Disciplinary Action (Job aid)*
- Promotion policies and procedures
 - [Job reclassification](#)
 - [Salary review](#)
 - [Academic staff](#)
- Payroll title changes

Departing Employees

- Departmental transfer (job aid)
- End of assignment (job aid)
 - End academic appointment (*Job aid*)
- [Resignation](#)
- Retirement
- End academic appointment (*Job aid*)
- Termination
 - *Termination (Job aid)*

Be a Better Manager

- Best practices
- Find a management mentor
- [Take a POD class](#)
- [Cultural awareness](#)
- [Conflict resolution](#)

Updates/News

- News posts archive
- HR Policy update post/page

Events

- Event details

User Guide Library

Contact Tier2 contact

Manage the WD security roles

- Change the security roles : requesting the change in Servicenow?

Seasonal information for HR Admin

- Open enrollment season
- Hiring season

Header Utility Links

- Log in to WorkDay
- **HR Admin's Corner**
- **Contact Service Center**
 - About
 - Brief mission statement so people know why they should contact the ISC as opposed to someone else
 - Help desk hours, location
 - Contact Info: Email, Phone,
 - Help request form

Footer Information

- **HR Departments**
 - [Academic HR](#)
 - [UWMC HR](#)
 - [UW HR](#)
 - [Payroll](#)
 - [The Whole U](#)
- **Campus Resources**
 - [UW IT](#)
 - [UW Transportation](#)
 - [UW Libraries](#)
 - [Office of the Ombud](#)
 - [SafeCampus](#)
 - [Employment at UW](#)
 - [MyUW](#)
- **HR Resources**
 - [Forms](#)
 - User Guide library (Complete List of User Guides)
 - Admin' Corner
- Legal Stuff
 - UW Privacy
 - Terms

Homepage Fixtures

- Administrator's Corner : HOME
 - Workday updates + new
 - Tips + tricks

Referenced materials to generate the content:

- <https://docs.google.com/spreadsheets/d/1nvXpe9DBI9TjVgOj4qc3VsLxtLfoA46Q7xMXaDyX56s/edit#gid=0>
- MOU
- Security-Roles-Possible-Job-aids-REFERENCE spreadsheet from krusnak
- Uxds' understanding and knowledge from user research and surfing the UW HR sites.

Concerns/Questions to Stakeholders:

- *Coordinating with HR site owner: Who's responsible? When?*
 - *Hyperlinks to HR site: No anchor tag provided, so users will be disoriented. Thus, we want to ask the HR team to add anchor keywords as the WD release.*
 - [OneUW](#) content needs updates

Sign up for In-person Orientation!

- [New Employee Orientation](#)
- [Benefits Orientation](#)
- [SLP Supervisor Orientation](#)
- [UW Medicine New Employee Orientation: Required](#)

- [Take required employee trainings](#)
 - [Prevention of sexual harassment](#)
 - [Asbestos awareness training](#) (Online)
 - [Violence prevention and response](#) (Online)
 - [Reporting suspected child abuse](#) (Online)