## Process Flows in Workday

myURHR



### **Business Processes**

CATEGORY	DESCRIPTION
BUSINESS PROCESS	A sequence of tasks (transactions) required to complete a desired business objective (such as hiring an employee). All business processes include steps. Your role could be to:
	<ul> <li>Initiate: Start a process by navigating to the appropriate application, using the search bar, or from Related Actions.</li> </ul>
	<ul> <li>Approval: Approve, deny, or send back a process which will arrive</li> </ul>
	in your Inbox to complete.
	Review: Approve, deny, or edit a process which will arrive in your
	Inbox to complete.
	<b>Note:</b> Approve & Review tasks both approve & move forward the task. Reviewers can make changes & add additional information to the task, while Approvers can only approve or send back if changes are needed.

#### **Your Role in Create Position**



#### **Initiators**

- Manager
- Department Coordinator
- Nursing Intake Coordinator
- App Intake Coordinator
- Provost Office
- Faculty Coordinator
- Faculty Affairs Officer
- Graduate Coordinator



#### Reviewers

- HR Business Partner
- HR Data Services
- Union Coordinator
- Faculty Affairs Officer
- Department Coordinator



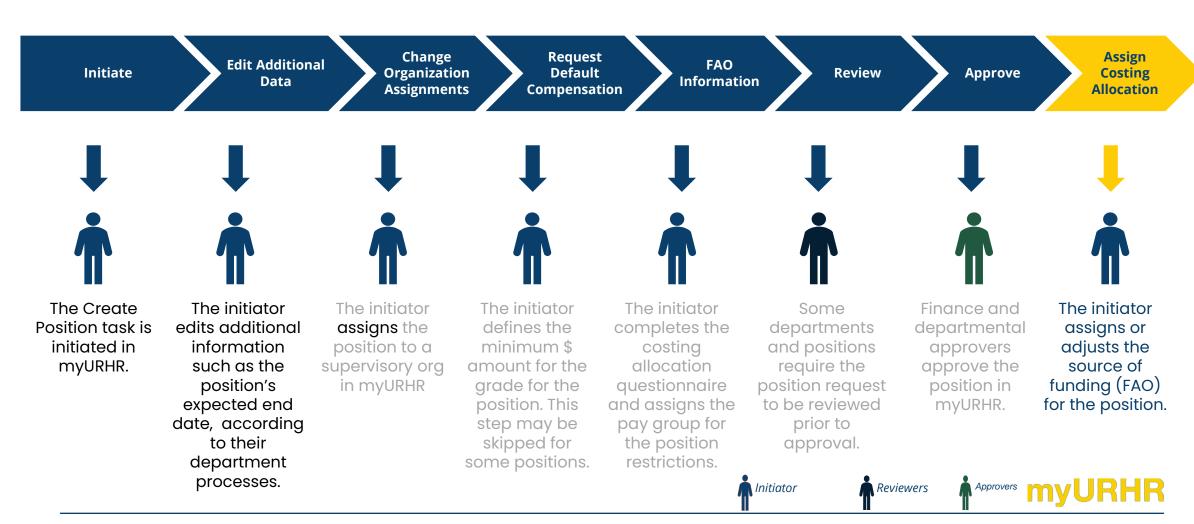
#### **Approvers**

- Divisional Finance Approver
- Departmental Finance Approver
- Provost Office
- Dean's Office Faculty
- · Dean's Office PD Grad
- Student Employment Team
- Nursing Department Approver





#### **Create Position**



#### **Your Role in Edit Position Restrictions**



# 2



#### **Initiators**

- Manager
- Department Coordinator
- Nursing Intake Coordinator
- App Intake Coordinator
- Provost Office
- Faculty Coordinator
- Faculty Affairs Officer
- Graduate Coordinator
- HR Business Partner



#### Reviewers

- HR Business Partner
- Union Coordinator
- Faculty Affairs Officer
- Department Coordinator



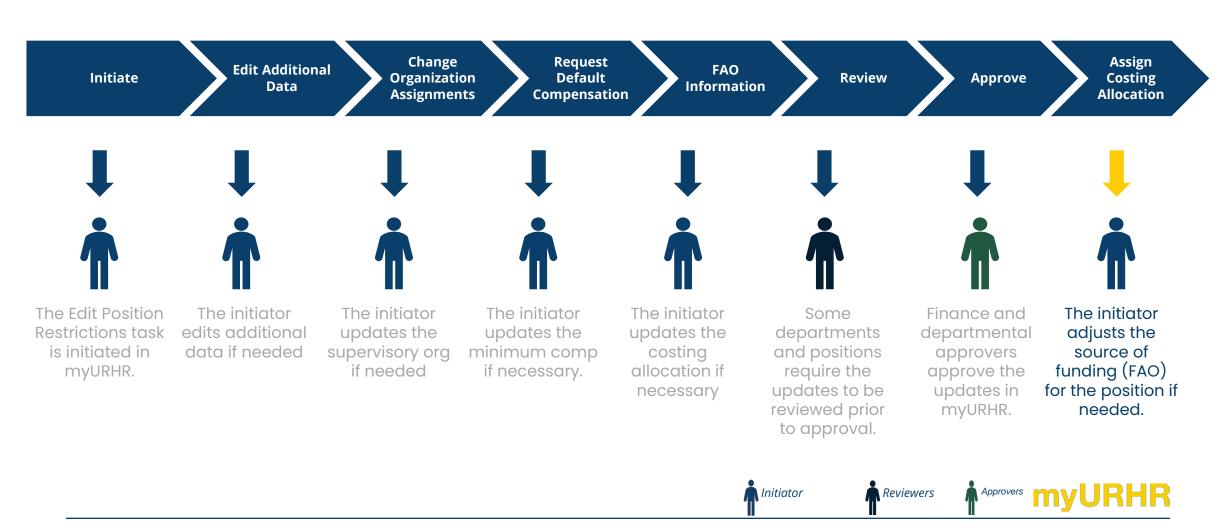
#### **Approvers**

- Divisional Finance Approver
- Departmental Finance Approver
- Provost Office
- Dean Office Faculty
- · Dean Office PD Grad
- Student Employment Team
- Nursing Department Approver





#### **Edit Position**



#### **Your Role in Close Position**



#### **Initiators**

- Manager
- Department Coordinator
- Nursing/APP Intake Coordinator
- Provost Office
- Faculty Coordinator
- Faculty Affairs Officer
- Graduate Coordinator



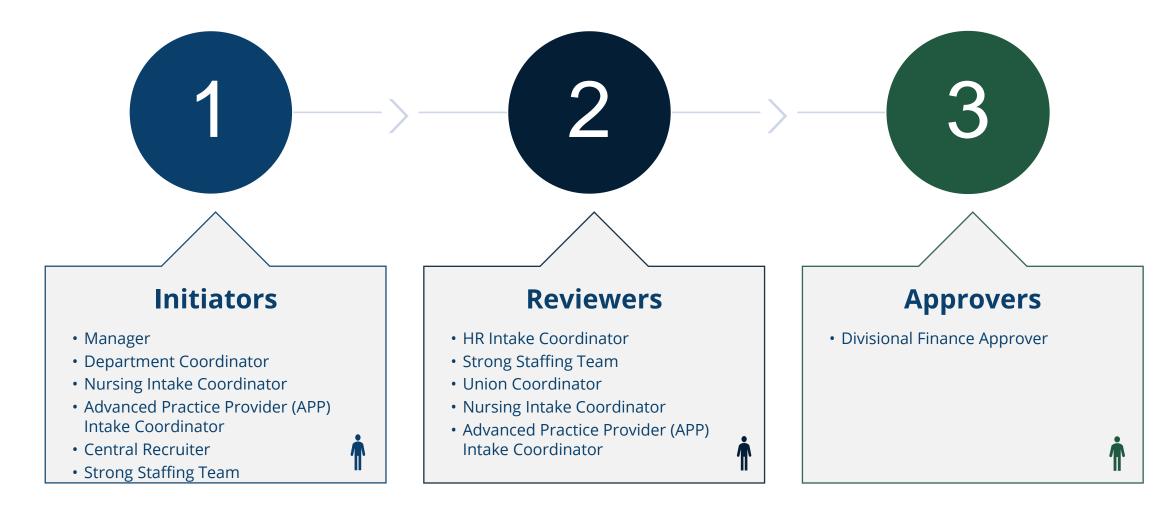


## **Close Position**



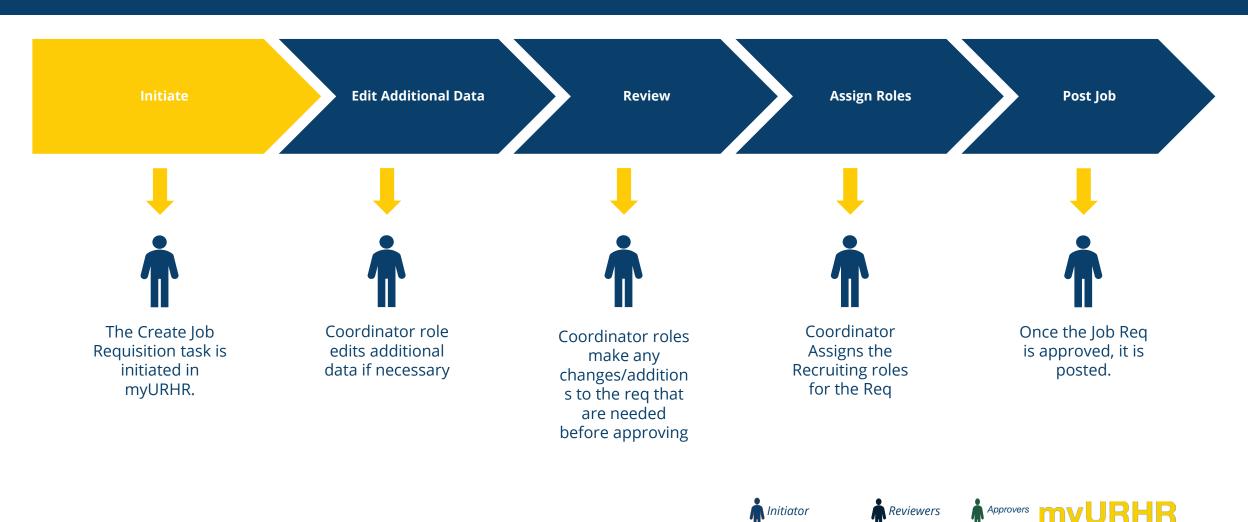
Reviewers

## **Your Role in Creating Job Requisitions**





## **Create Job Requisition**



## Your Role in Close Job Requisition



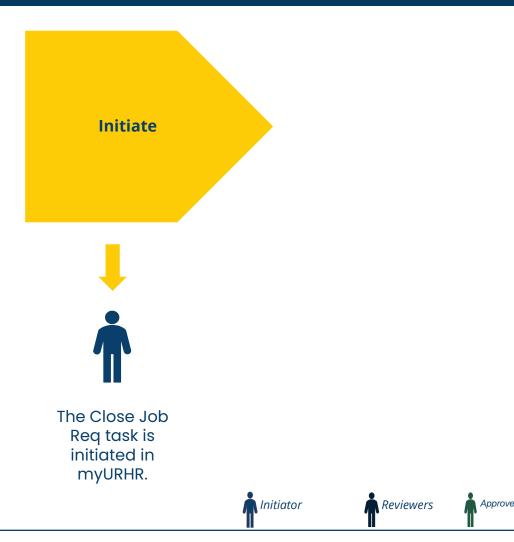
#### **Initiators**

- Manager
- Department Coordinator
- Nursing/APP Intake Coordinator
- Provost Office
- Faculty Coordinator
- Faculty Affairs Officer
- Graduate Coordinator

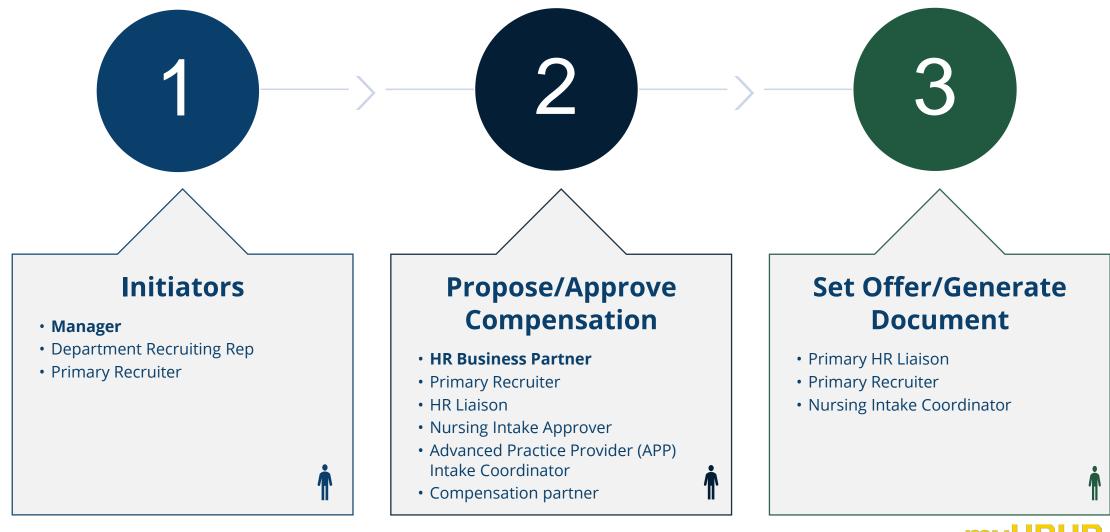




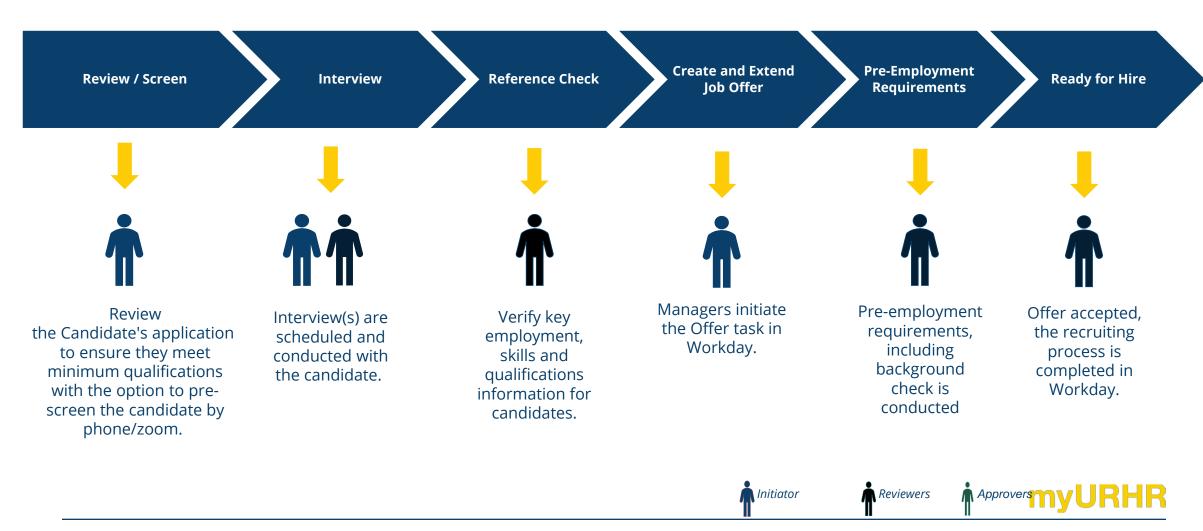
## **Close Job Req Stage**



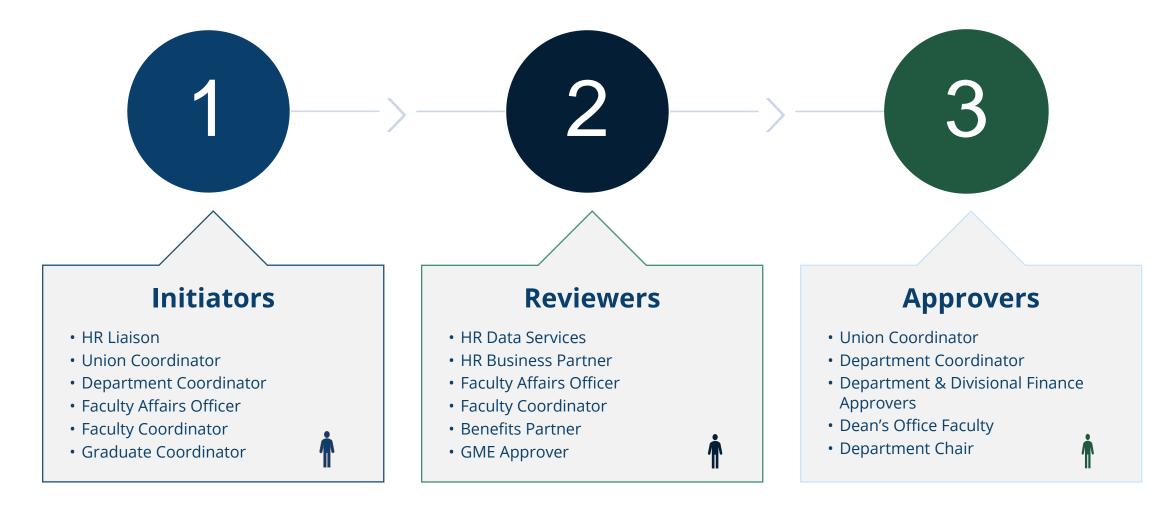
## **Your Role in Recruiting Stages**



## **Recruiting Stages**



## Your Role in the Hire process





## **Hire Employee**

**Additional** Add Change **Propose Assign Costing Back Office** Initiate Organization Compensation **Probation Approvals Allocation Processes Assignment Period** Hire Completed Agreed upon Used to The source of The Hire task is HR Data Any remaining The amount within funding (FAO) update job initiated in Services probationary approvals are attributes and the grade/range for the position completed myURHR. updates the period is other data for the position is confirmed. supervisory org added. and the unique to UR. is input. employee is for the position hired into the in myurhr if position. applicable **Reviewers** nitiator 🖍

## Your Role in the Job Change or Add Job Processes



Compliance Partner

Payroll Partner

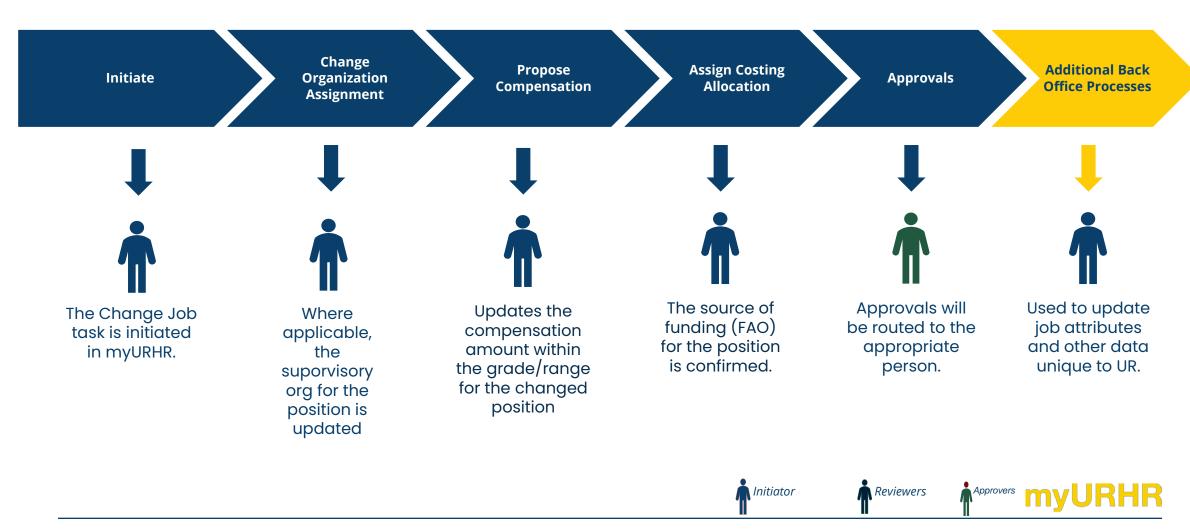
#### **myURHR**

• HR Business Partner

Union Coordinator

Strong Staffing

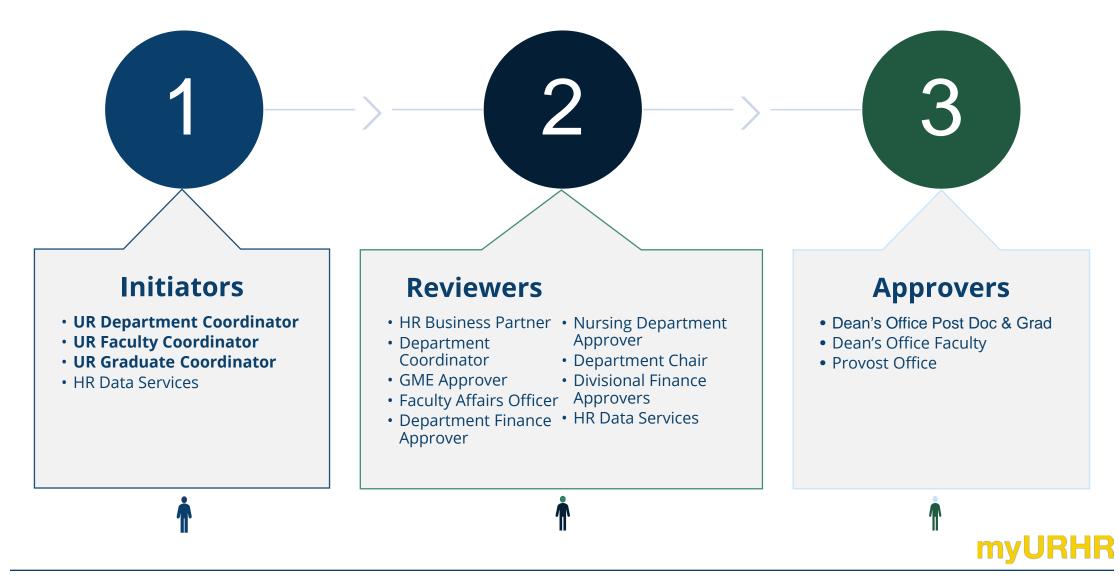
## **Change Job**



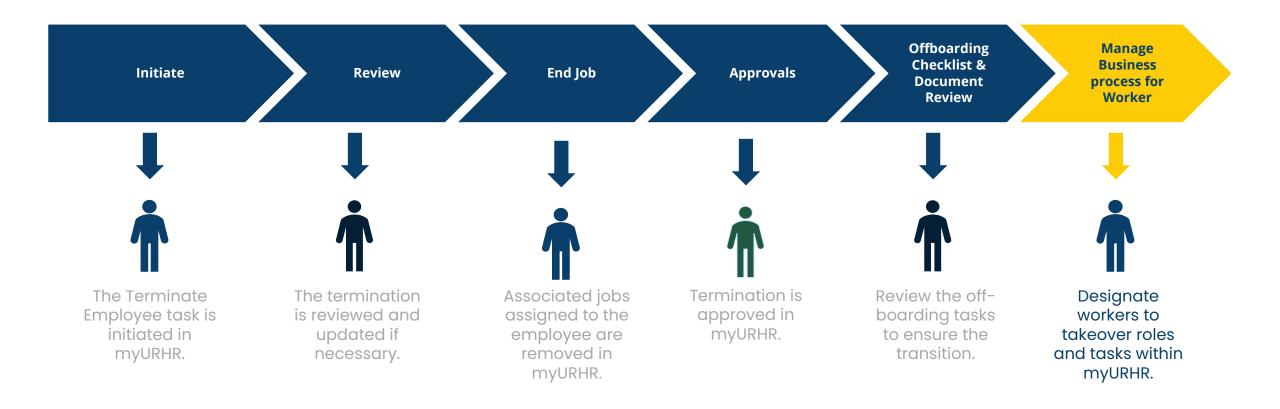
#### Add Job

**Assign Pay Additional Back** Change Group or **Propose Assign Costing** Initiate Organization **Approvals** Office Period Compensation **Allocation Assignment Processes Activity Pay** Approvals will Where Used to The Add Job The source of Either the Pay Updates be routed to applicable, the update job task is funding (FAO) compensation Group or the the attributes sup org for the initiated in for the position amount within the Period appropriate position is and other is confirmed. myURHR. grade/range for the Activity Pay updated person. data unique are assigned position. to UR. at this point. Initiator Reviewers

#### **Your Role in Termination**



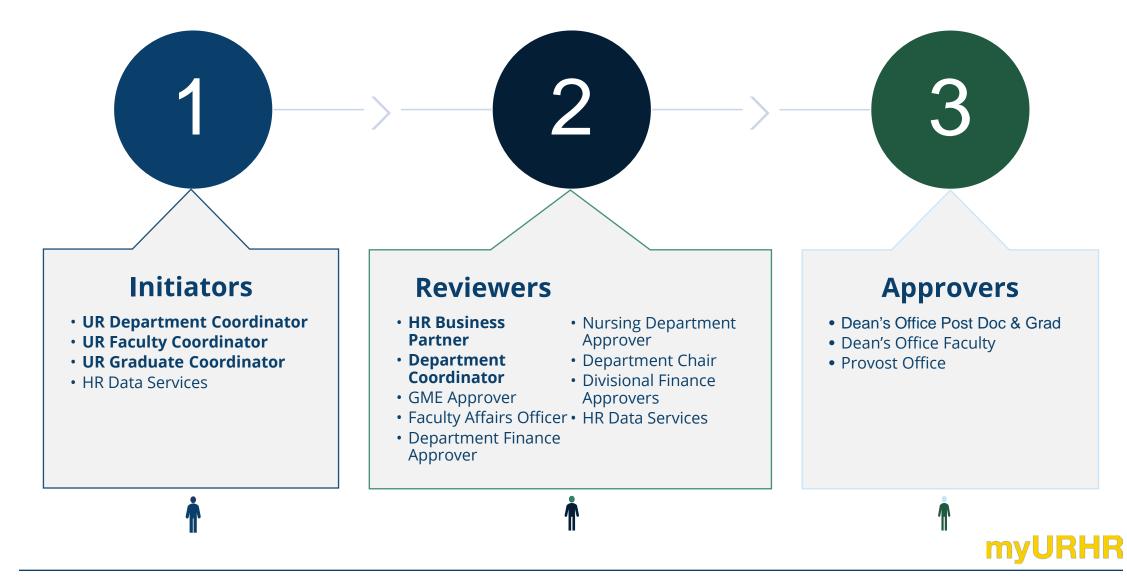
#### **Termination**



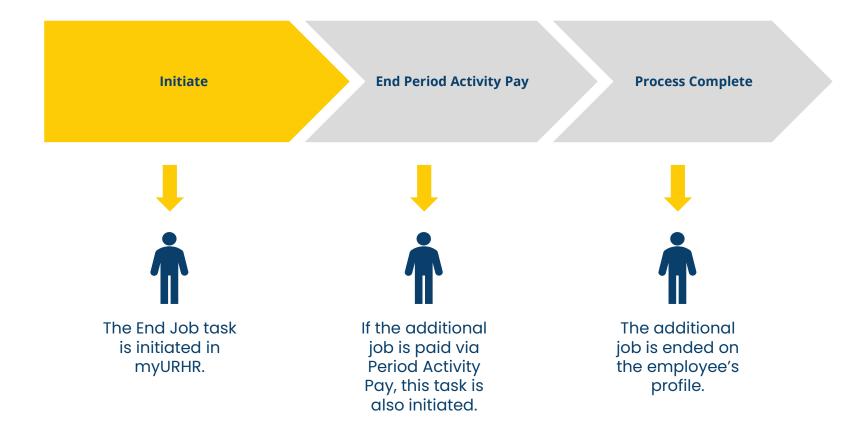




## **Your Role in End Job**



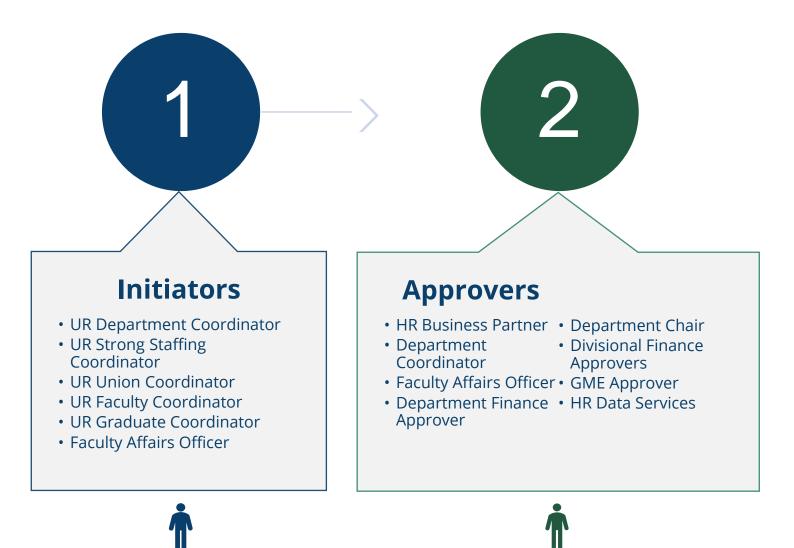
## **End Job**



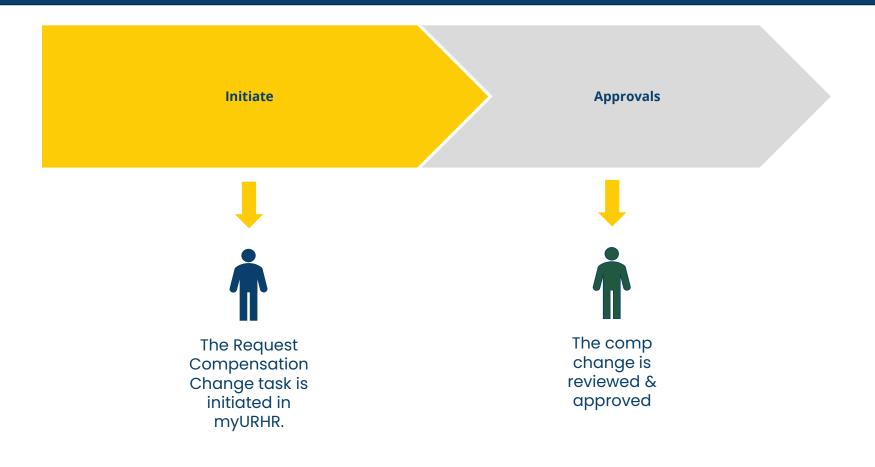
**Initiator** 

Reviewers

## **Your Role in Request Compensation Change**



## **Request Compensation Change**







#### Your Role in Payroll Costing Allocations & Payroll Accounting Adjustments

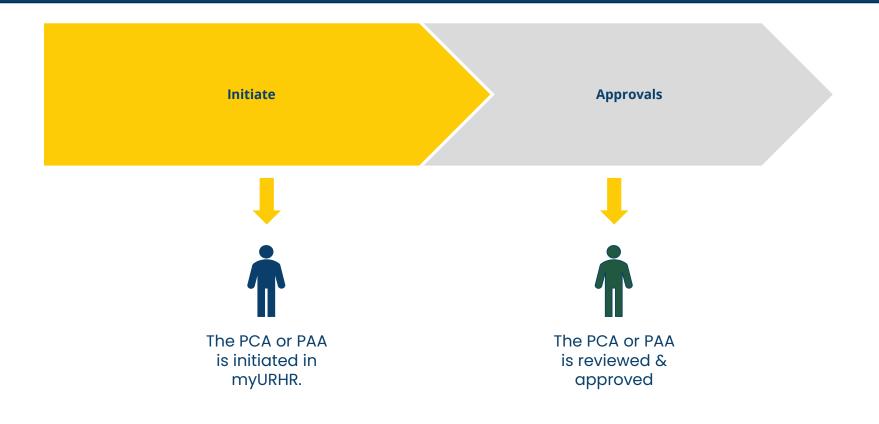








## Payroll Costing Allocations & Payroll Accounting Adjustments









#### **Graduate Student Process Flow**

