Happy 2017!

Happy New Year!

Welcome to the beginning of another new year. We often find ourselves using this time to reflect on the past as well as reflecting on our future. A sentiment often heard is; "my how time flies" and yes it certainly does. Whatever your plans, we hope you had a fun and safe holiday season and wish you a wonderful 2017.

This issue will address a major change that's coming to payroll & HR. The University is replacing our current systems this June. The new system is called Workday and it requires a more hands on approach.

Currently, Administrators and Payroll Coordinators are attending workshops and info sessions for the new system. Training will be 4 to 5 weeks in advance of the start date. New roles and approvers are being created. We want to ensure payroll in July goes as smoothly as possible. Your cooperation is greatly appreciated!

We hope you like this fourth installment. Remember to let us know what you think!

WORKDAY CHANGEOVER

Workday: it's been 34 years since the UW made a change to how it processes payroll. Implementing this new system requires standardizing HR and payroll processes across the UW. OWLS and OPUS will be shut down and the "go live" date is this June. This effort will significantly improve HR and payroll operations, strengthen compliance, reduce risk, provide better data for decision making and improve service across the institution.

OWLS – The UW Online Work/Leave System for staff and often referred to as the monthly time sheet - will need to have its records checked, audited and updated prior to the changeover. Until the rollout, reporting in OWLS must be timely as the information from there will be used in Workday.

Deadlines & Notices:

OWLS = 1st week of following month, no later.

Summer Salary Requests for 2017 **sent** 3/1/17

Summer Salary Responses for 2017 **due** 3/31/17

Hourly worker deadlines for Workday =15th and last day of the month.

Timesheet approval deadline = 16th and 1st of each month. YES, ONLY ONE DAY LATER!

Interested in more information? You can find some info here: https://www.washington.edu/uwit/collaborations/hrpm/

We will share news as we get it and as always, please let us know if you have questions!

WHO DO I CONTACT?

Have a question and wonder who you should contact? That's Ok, here is a list of who works with what topic:

Dvorah – Approvals, budgets and all things in charge. *dvorah@uw.edu*

Sarah – Grants Manager. *guthu@uw.edu*

Kaitlyn – Payroll, receivables. *xql@uw.edu*

Jim- Reimbursements, invoices, CTA, ProCard. *jamesa25@uw.edu*

Diane – Travel. *dscillo@uw.edu* [her schedule is posted in 400]

WHAT FORM DO I USE?

There are times when we need to pay a vendor, send an express mail item or times when we need to request time off for ourselves. Here are some brief descriptions about some of our forms:

JSIS-13-2: is used for ProCard Documentation. Please remember to turn in weekly as needed.

JSIS-11-4: is used for Express Mail from our Seattle campus.

JSIS-95: is used to request a payment to a vendor. Please ask about the frequency of payments.

JSIS-86: is used for Hourly Time Sheets – NOT for work-study.

JSIS-999: is used for Staff Leave Request like reporting sick days, personal time off and leave time off.

Friendly reminder - we invite you to bring any of your fiscal questions to our weekly fiscal meetings which are held Wednesdays 11:00-12:00 in room 403.

Happy Endings

Here is our fun question of the day:

Question: What's the tallest building in the world?
Answer: The library, because it has the most stories!

Did you know?
Reindeer like to eat bananas.
Maine is the toothpick capital of the world.
The actor who was the voice of Bugs Bunny was allergic to carrots.
Every time you lick a stamp you gain 1/10 of a calorie.

Hope you enjoy!

From all us of us here at the Jackson School Business Office; Have a wonderful day!
Dvorah, Sarah, Kaitlyn, Jim, Diane

Finally, have a topic or question you'd like us to include in an upcoming newsletter? Please send it to Jim at jamesa25@uw.edu