Benefits Eligible Staff Life Cycle
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What is a *life cycle*, and how can this term help me learn Workday?

- A *life cycle* is the span of a worker’s involvement with the university. It is divided into three phases: *Hire, Employment*, and *Separation*.

- HR and Payroll transactions will be managed using *business processes* that are in each life cycle. Business processes are easiest to learn when they are grouped into phases in a life cycle and you will see this concept used in future Workday help materials and training.

- For *benefits eligible staff*, the life cycle typically starts with a job application and goes through working at UT and finally onto retirement or termination of employment.
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There are three phases in the life cycle of a benefits eligible staff member at the university: **Hire**, **Employment**, and **Separation**.
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General highlights about the Hire phase in Workday

• The recruiting process comes first in the Hire phase for benefits eligible positions, and then the hire process happens once a candidate is selected. The Hire phase in Workday includes onboarding.

• Workday provides the ability to have an unlimited number of evergreen job requisitions and job postings with multiple positions.

• Job Requisitions for benefits eligible staff positions must be posted for a minimum of seven calendar days instead of five business days.

• The Workday Program will provide training and learning materials on the business processes that you need to know for the Hire phase!
The **Hire** phase is unique because it consists of recruiting, hire, *and* onboarding. This includes **Workday business processes** such as Create Job Requisition, Post Job, Hire Employee, and Launch Onboarding.
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General highlights about the Employment phase in Workday

• Timesheets in Workday are entered through the *Time Entry* business process.
• Approved time entries for hourly pay will automatically be routed to Payroll for payment. A separate payroll voucher will no longer be needed.
• Overtime (OT) will be banked by default for leave-eligible employees. Payment of banked OT will still require departmental action.
• The Workday Implementation Program will provide training and learning materials on the business processes that you need to know for the Employment phase!
The Employment phase includes Workday business processes such as Enter My Time, Start Performance Review for Employee, Change Job, and Add Job.
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General highlights about the Separation phase in Workday

• The *Terminate Employee* business process in Workday is for both voluntary and involuntary separations.
• Entering an end date on the position will no longer automatically end the job. Users will need to end the job manually via the *End Additional Job* business process for any additional jobs and initiate a termination on the primary job.
• Ending a position will no longer automatically end payroll. You will need to enter a date for the last payroll to run.
• The Workday Implementation Program will provide training and learning materials on the business processes that you need to know for the Separation phase!
The Separation phase includes the Workday business process Terminate Employee.
WORKDAY BRIEF

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