Workday Tips

*Workday Tips* provide quick solutions to common questions about Workday business processes. Please review and share broadly with your colleagues. Please share these tips each week with anyone in your department who initiates business process transactions in Workday.

All Workday training guides are updated regularly. Please make sure to reference the latest guides, available on the Workday website at [http://workday.yale.edu/training](http://workday.yale.edu/training).

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TIP</th>
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| **HIRING**             | • Only after a job requisition (for staff, temporary, or postdocs) has been approved in Workday will a STARS job posting be created. It will contain a *job posting number (#####BR)*, as well as a *Workday requisition number (#####WD)* and *position number (P######)*.  
  • STARS will send an email to the person who initiated the *Create Job Requisition* process requesting that additional information – position focus, skills & abilities, PTAEO, etc. – be entered in STARS to complete the job posting (the Apex form is no longer in use).  
  • Please Note: Incomplete requisitions may not feed from Workday to STARS. If either the *job description summary* field (job screen) or the *responsibilities* field (qualifications screen) is blank or incorrect, contact the [Employee Service Center](mailto:EmployeeServiceCenter@yale.edu). |
| **ONE-TIME PAYMENTS**  | • Please do not submit both a one-time payment in Workday and a *payroll payment adjustment form* for the same payment, as doing so will result in the employee being paid twice.  
  • If the employee can wait until the next payroll date to receive the payment, and the request can be approved before that payroll is processed, please request a *one-time payment* in Workday.  
  Otherwise, please submit a *payroll payment adjustment form* if the reason for the payment is consistent with guidance found on the form. |
| **MERIT**              | Please remove individuals from this year’s merit process who are getting promoted during merit.  
  • Use the *Change Job* business process to enter the promotion, and include both the merit award and the promotion raise in the salary increase.  
  • Use the *comments* field to detail both the promotion and merit percentages so the Compensation department can track which percentage of the salary increase is merit-related. |
**Workday@Yale**

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<table>
<thead>
<tr>
<th>WORKDAY REQUISITIONS</th>
<th>To view the status of job requisitions created within a specified time frame, please use the Job Requisitions - Yale report.</th>
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<tbody>
<tr>
<td>Track requisition status</td>
<td><strong>WORKDAY REQUISITIONS</strong></td>
</tr>
<tr>
<td>Approvals required for non-academic Workday requisitions</td>
<td>The image below shows the approvals required in the Workday job requisition process for non-academic job requisitions.</td>
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**Create Job Requisition Process Overview**

![Create Job Requisition Process Diagram]

*Additional Initiators: Compensation Partner, Employee Relations Specialist, Staffing (Recruiters, Staffing Associates)*

*NOTE: Additional roles not pictured have the ability to initiate and review/approve this business process. Routing will be driven based on the Reason entered.*