UW-WFSE HR/P Bargaining Summary: November 14, 2014

ATTENDEES
- **WFSE**: Ed Casey, Jennifer Dixon, Liz Larsen, Paula Lukaszek, Claude Theard, Jake Whitefish
- **UW**: Peter Denis, Jessie Garcia, Stephanie Godwin-Austen, A.J. Hartman, Joni Kirk, Pranika Laing, Jennifer Mallahan

MATERIALS
- **UW Memorandum of Agreement (delivered 9:10am):**
  - Mainly a guide to highlight key themes that we know about.
  - The parties may reopen discussions if/as unanticipated impacts arise.
  - No group will get a “better deal” than any other.
- **UW Summary Comparison of WFSE Job Classes – Semi-monthly vs. Biweekly Net Pay (delivered 9:20am):**
  - Current HEPPS system will pay through December 2015; Employees will receive their standard semi-monthly paychecks on December 10 and 24.
  - Transition to biweekly: Time worked from December 16-19, 2015, will be paid on December 28 or 29.

HR/P OVERVIEW
- UW’s current payroll system is from 1982 and is not an HR system.
- Workday, a modern HR and payroll system, will replace HEPPS. Anticipated go-live is 12/20/15.
- Information from several functional areas and analysis of legal, regulatory, and contractual obligations is currently being loaded into an initial design in preparation for the testing phase.
- UW follow-up: What is the full rationale behind the timing of go-live?

BIWEEKLY PAY PERIODS
- Automatic deductions that currently come out of each paycheck will likely be adjusted to be spread over 26 pay periods instead of 24.
  - UW follow-up: Status of PEBB approval regarding 26 pay periods.
  - UW follow-up: What are the possibilities for employees to specify individualized frequency/amounts of voluntary deductions (e.g., to political action committee, Public Safety Protection Program, etc.)?
- Direct Deposit:
  - For many employees this will automatically transfer (primary direct deposit institution), but some will need to take action (additional institutions).
  - Employees will be allowed to set up direct deposit with up to 3 institutions (currently 1).
  - UW is currently working to get a list of institutions that would not require action.
- Transition to Biweekly:
  - Communication to employees about impacts and mitigation strategies will be critical.
  - UW cannot underwrite loans, but may reach out to banks to help facilitate information sessions with employees to plan for the transition (possibly around September 2015).
  - Interpreters would be helpful for any training/informational sessions.
TIMEKEEPING/ATR

- Employees will report time worked in Workday (likely to begin on/around 12/20/15).
  - Workday is not a time-clock, and KRONOS will stay only at the medical centers.
- Important to provide ample employee training on Workday timekeeping interface.
  - UW follow-up: More information on the potential for “billing against” projects, grants, ICA, etc.; What might this look like and what is the scope of such a decision?
- UW may provide training specifically for union representatives to help answer employee questions.
- Employee interface: UW still considering kiosks and even mobile connectivity to Workday.
- Accountability between payroll approvers/reporters: What safeguards will exist to ensure employee time is logged properly?
- UW follow-up: Ability for employees post-implementation to access historical data on hours worked and historical tax information.

FMLA CALCULATION

- Rolling 12-month calendar will be effective January 1, 2016; Employees may choose the more beneficial FMLA calculation (calendar vs. rolling) during calendar year 2015.
- WFSE has received notice. The parties will discuss FMLA further at the next session.

WORK WEEK

- The UW will implement a standard Sunday-Saturday workweek for all employees, projected to occur on October 25, 2015. Some employees currently have a Monday-Sunday workweek.
- UW will provide examples to model the impacts of this change.

ACCRUALS

- Accruals will be based on employee time in pay status (no longer all or nothing based on 10-day LWOP threshold).
  - UW follow-up: WFSE would like more details/modeling of the impacts (and potential takeaways).
- UW will follow up on whether there are any impacts related to PERS, other than converting UW service data to be compatible with the State system.

UNUSED JOB CLASSIFICATIONS

- UW plans to not carry unused job class codes into the new system.
- UW is not abolishing the unused job class codes, and they can be reactivated if need be.
- UW will not directly or indirectly modify bargaining unit certifications.
- UW will provide WFSE the list of unused classifications ASAP.

IMPACTS ON PAYROLL JOBS

- UW must inform WFSE if jobs are being eliminated or changed because of this transition.
- The parties must remain vigilant regarding possible skimming issues.
UW-WFSE HR/P Bargaining Summary: November 14, 2014

- Employees whose jobs change must receive adequate training in their new/changed duties.

HR FILES
- No history will be brought into Workday; HEPPS will remain as a secondary system for history.
- UW will confirm what materials will/will not be accessible.

DATA REPORTING
- UW will likely be able to provide more robust reports to unions at a higher frequency (biweekly).
  - Parties agree that UW has provided ample notice to send WFSE biweekly dues.
- UW aims to provide regular reporting that is standardized across all unions.
- WFSE would like reporting on shift, location, licensure, and leave information, and does not oppose one comprehensive electronic report.

COMMUNICATIONS
- Communicating changes, impacts, etc. to employees will be critical.
- The parties will look for opportunities to partner/coordinate on ensuring communications reach and resonate with employees.
- The HR/P Communications web page (http://f2.washington.edu/teams/hrp/communications) is regularly updated and a good resource.
- UW and WFSE will create and regularly update a “checklist” of impacts and the associated action taken by the parties.