Workday transactions requiring prior approval

Transactions processed centrally by the Operational Support Services team require prior approval from the Dean’s Office, Provost Office, and central HR-SWS via a request form. All forms must receive all required approvals prior to processing the associated business processes in Workday.

Forms for all requests but “Additional Sporadic Employment” are available here: https://workday.utexas.edu/help. It is recommended that you bookmark the link and check that you are using the most current version of each form each time, as forms may be updated.

ADDITIONAL SPORADIC EMPLOYMENT

FORM

• Staff Additional Job Acknowledgement (available here: https://workday.utexas.edu/help/additional_sporadic_employment)

View information on additional sporadic employment here: https://workday.utexas.edu/help/additional_sporadic_employment

SUPERVISORY ORGANIZATION CHANGES

FORMS

• Create Supervisory Organization form
• Update Supervisory Organization form
• Move Workers into a Different Supervisory Organization form (mass move of workers from one supervisory organization to another)

CORRECTIONS TO COMPLETED TRANSACTIONS AND RETROACTIVE FUNDING CHANGES

FORMS

• Request for a Rescind of Completed Transaction Form (updates to final approved Workday transactions)
• Retro Cost Transfer worksheet

PROCEDURE:

• Submit completed forms to COEApprovals@austin.utexas.edu. The Dean’s Office will submit to central offices and notify unit when approval is received.
• Unit completes business process in Workday and notates form approval in the comments of the Workday document as follows: “[Name of form] approved by SWS on MM.DD.YYYY.”