Workday transactions requiring prior approval - IN PROGRESS

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 and Student 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

Additional job form NOT required for Research Participants receiving compensation for participating in a research study.

***Upload fully signed form to the business process in Workday.

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)

PROCEDURE:

- Submit completed forms to COEApprovals@austin.utexas.edu. The Dean’s Office will send form back to unit to submit to central offices for processing.
- 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.”