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.”

When requesting a new Sup Org:

• Use standard naming convention.
• Leave default cost center field blank.
  • The stop gap account should always be the default cost center on the position organization. It is informational only and it does not automatically carry over to the costing allocation. The costing allocation is where the employee’s payroll costs are charged.