

- **Bowie State**
- **Coppin State**
- **Frostburg State**
- **Salisbury University**
- **University of Baltimore**



Compensation Methods

Tuesday, May 10, 2022

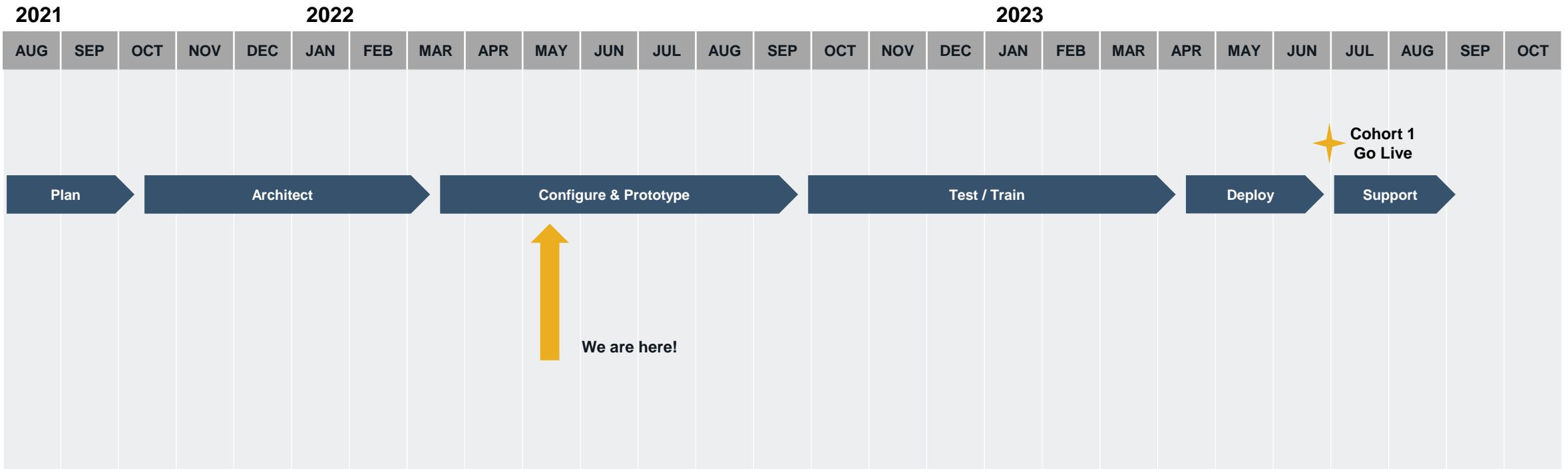


Maryland Connect Program Goals



Provide	Provide easy and consistent access to information for managing resources
Modernize	Modernize business processes and systems to take advantage of emerging technologies
Ensure	Ensure the system meets business and compliance requirements
Minimize	Minimize administrative overhead for staff, faculty and end-users
Increase	Increase effectiveness in business process areas
Facilitate	Facilitate rapid adoption to business and system updates
Improve	Improve faculty and employee user experience

Workday will Go-Live July 2023 for Cohort 1



Customer Confirmation Session Overview

Customer Confirmation Sessions are:

- High Level demonstration of the Maryland Connect Workday system configuration and future-state process designs.
 - Sessions will cover functions and processes across HCM and Financials.
- First opportunity for program team to highlight transformational benefits of the future-state for the USM institutions.
- Opportunity for campus stakeholders to share feedback about the Workday system and process designs.

Customer Confirmation Sessions are not:

- A training activity
- A testing activity
- A full-scale demonstration of the Workday solution
- An opportunity for redesign

Safe Harbor Statement



- This presentation may contain forward-looking statements for which there are risks, uncertainties, and assumptions.
- Forward-looking statements include any comments regarding USM design considerations or plans for future processes; any comments concerning new features and configurations.
- Forward-looking statements are subject to change, and therefore, what is seen today could differ materially from results implied by the forward-looking statements.

Introductions



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Co-Lead (USM)



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Core HR & Compensation
SME (USM)



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Agenda



- Compensation in Workday
 - Component Overview
 - Process Overview
 - Demonstration
- Period Activity Pay
 - Period Activity Categories
 - Process Overview
 - Demonstration
- Ongoing Activities
- Efficiencies & Change Impacts
- Reporting, data conversion, integrations
- Questions/Next Steps



Compensation Overview

Compensation Structure

Compensation Methods



Compensation Eligibility Rules

Compensation Package

Compensation Guidelines

Compensation Plans

Grades

Grade Profiles

Salary Plan

Academic Salary Plan

Steps

Hourly Plans

One-Time Payment
Plans

Compensation Plans

Compensation Methods

Salary Plans

- Academic (Faculty)
- Salary (Staff)
- Phase Retirement
- Acting Capacity

Hourly Plans

- Staff
- Student

One-Time Payments

- Award
- Bonus
- Relocation
- Uniform and Equipment

Key Concepts

Compensation Methods



Workday Concepts	Description
Default Compensation	Compensation assigned to open positions. This is mainly used as a starting point for worker compensation assignment as well as a figure referenced by budget.
Base Pay Plans	Salary or Hourly plans that set a steady annual or hourly amount. Salary plans prorate based on FTE and hourly plans look to time entered to determine total pay.
One-Time Payment Plans	One-time Payment plans used to give workers additional compensation for awards or bonuses.
Period Activity Pay	Compensation method that enables you to pay employees for fixed-term activities and payment arrangements such as graduate assistant stipends, adjunct faculty course payments, and faculty overloads.

Request Compensation Change

Compensation Methods



**Request
Compensation
Change Process
Initiated**



Enters Details:

Effective date
Reason code
New rate of pay,
add/remove plans,
update end dates for
fixed term workers



Approvals:

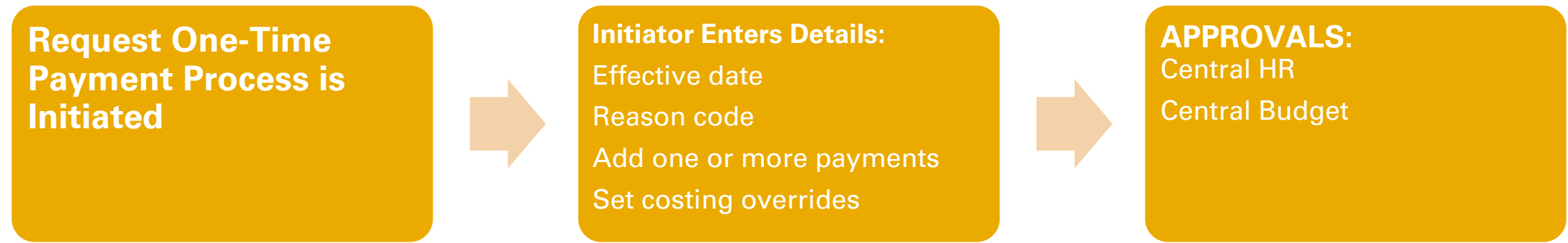
Central HR
Central Budget
Division Leadership



**Update Funding
(optional) by
setting a Costing
Allocation**

Request One-Time Payment

Compensation Methods



Demo: Scenarios and Roles

Compensation Changes and One-Time Payments

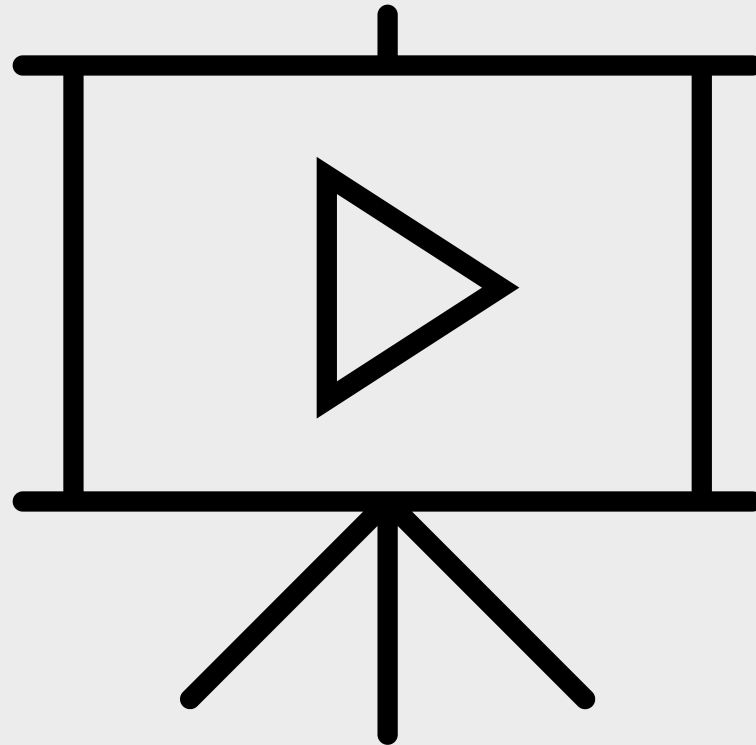


Demo Scenario(s)	Notes
Request Compensation Change	Base Pay Increase for Market Adjustment
Request One-Time Payment	Award Payment

Role in Scenario
Process Initiator
HR Department
Central Budget Office
Leadership Approvals



Demonstration





Period Activity Pay

Period Activity Pay

Compensation Methods



- Primary form of compensation for fixed-term activities paid by stipend, such as graduate students and adjunct faculty
- Supplemental compensation for secondary jobs, such as overload or grant work
- Paid on bi-weekly schedule, based on Activity Payment Dates

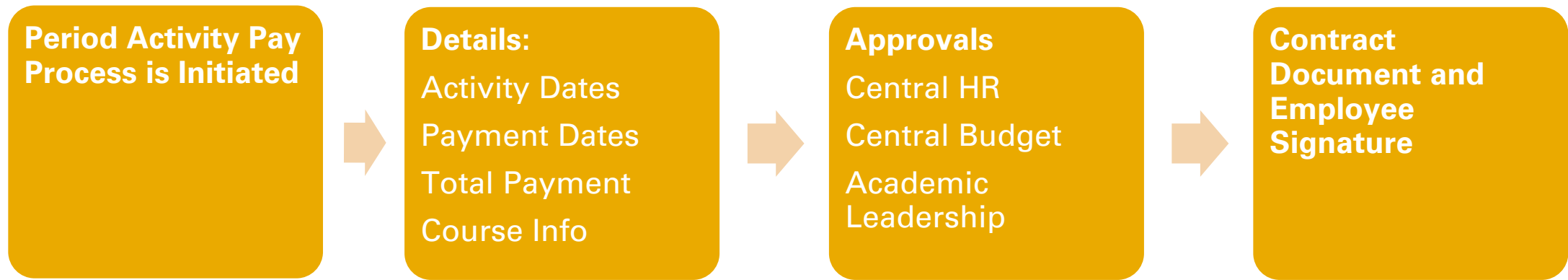
Period Activity Pay

Compensation Methods



Period Activity Categories	Period Activities
01 – Faculty Instructional	01.1 – Faculty Course Overload
	01.2 – Adjunct Faculty Course Instruction
	01.3 – Faculty Summer/Winter Term Course Instruction
02 – Faculty Non-Instructional	02.1 – Faculty Concurrent Role
	02.2 – Faculty Supplemental Activity
03 – Exempt Staff Stipends	03.1 – Exempt Staff Additional Duties
	03.2 – Exempt Staff Coaching Stipend
04 – Graduate Assistant Stipends	04.1 – Graduate Assistant
	04.2 – Graduate Teaching Assistant
	04.3 – Graduate Research Assistant
05 – General/Other	05.1 – General Stipend/Other Activity

Period Activity Pay Process Overview



Demo: Scenarios and Roles

Period Activity Pay

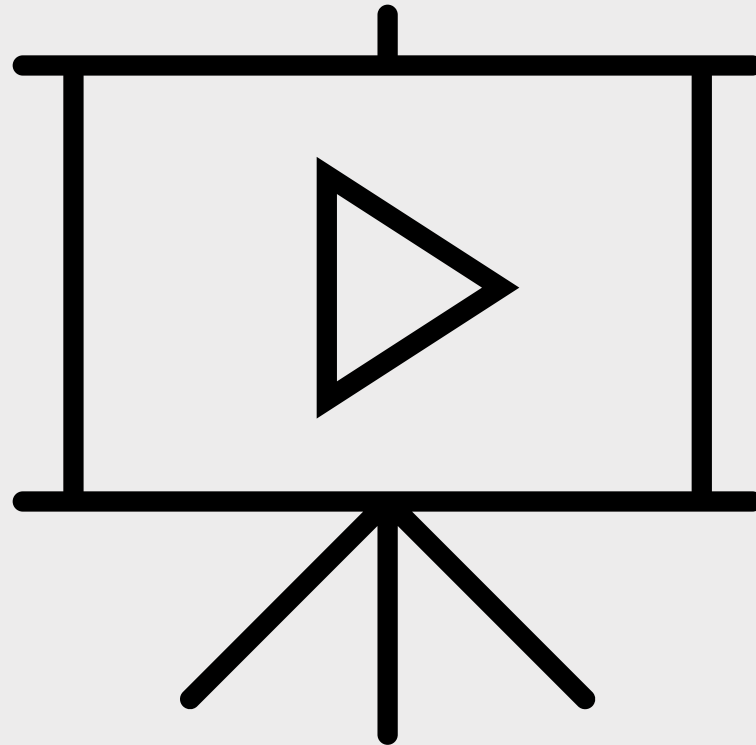


Demo Scenario(s)	Notes
Adjunct Faculty	Paying an adjunct faculty for instructing a course

Role in Scenario
Process Initiator
HR Department
Provost Office
Leadership Approvals



Demonstration



Ongoing Activities



- Finalizing design of acting capacity compensation
- Finalizing design of phased retirement (terminal leave)
- Refining use cases for period activity pay
- Multiple job and supplemental compensation setup

Efficiencies & Change Impacts



- Transaction visibility on the worker compensation history
- Flexible initiation of transactions by different roles
- Reporting on compensation history and period activity pay details

Conversions, Integrations, and Reports



Legacy System Data Conversion(s)

- Latest compensation for active workers will be converted into Workday

Related Integrations

- CPB

Reports (campus-facing)

- Compensation and One-time Payment History reports
- Compensation and Talent analysis reports
- Compensation Spreadsheet by Organization reports

Next Steps



Participants

- Participate in other sessions
- Submit feedback via survey

Maryland Connect Project Team

- Review feedback, parking lot items & other comments made during sessions