Fixed Term Dashboard

Audience: HR Generalists – ALG Members – Department Administrators

Introduction

Monitoring current fixed term appointments for employees is an essential element of the effort to implement clear and consistent processes to ensure equitable and compliant treatment of all fixed term employees as they join, separate and/or rejoin the university over time. The fixed term process will:

- Ensure that all fixed term employees will be automatically separated at the end of their assignment if the assignment hasn't been formally extended or renewed. If a new (future dated) offer letter is in Workday prior to the current end date, the employee will immediately be rehired. Andrew account access will not be removed.
- Ensure compliance with legal and plan document requirements and support equal treatment of fixed term employees across the university.

This guide will provide an overview of the data available to those with access to the fixed term dashboard and the responsibilities of those involved in the process. The Department Data View role will be assigned to individuals within departments who have responsibility for monitoring fixed term positions and the ALG dashboard will be updated to provide fixed term position and general staffing visibility.

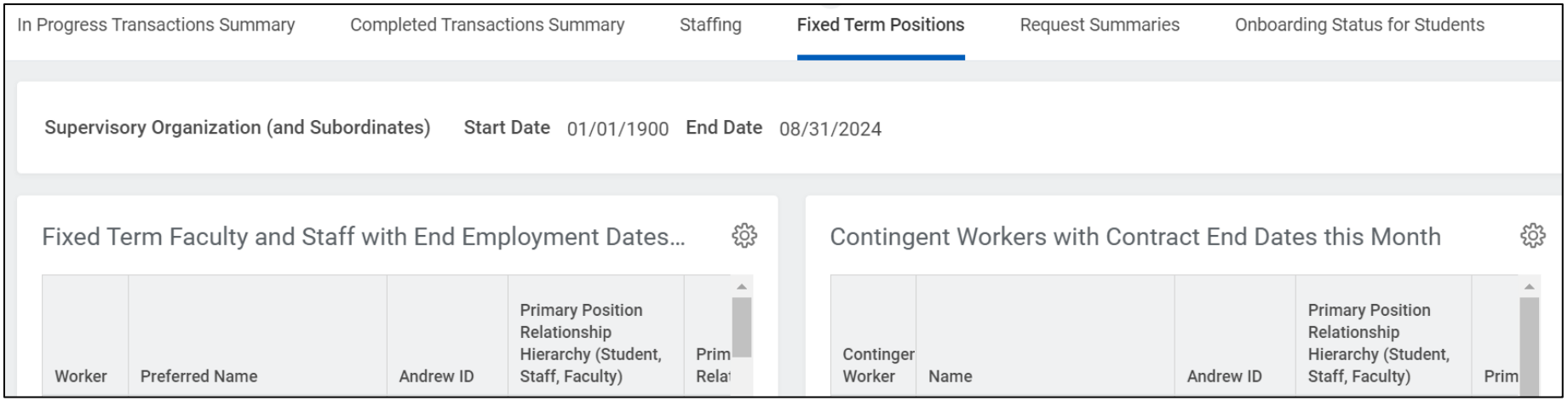
Summary of dashboard content by role:

- HR Generalist (HRG)
  - In progress transactions
  - Completed transactions
  - Staffing
  - **Fixed Term positions**
  - Hires and onboarding
  - Separations and offboarding
- Department Administrator
  - In progress transaction summary
  - Completed transaction summary
  - Staffing
  - **Fixed Term positions**
  - Request summaries
  - Onboarding status for students
- ALG
  - In progress transaction summary
  - Completed transaction summary
  - Staffing
  - **Fixed Term positions**
  - Request summaries

Fixed Term Position Reports

- Fixed term employees by End Employment Dates (RPT-040A) – HRG, Department Administrator, ALG
- Contingent workers contract end dates with date prompt (RPT-040B) – HRG, Department Administrator, ALG
- Failed Separation Initiations (MOM) – HRG only
- Outstanding Staff Extension Letters – HRG only

Dashboard – Reports and Responsibilities



Related Tabs/Reports in the Dashboard

- Staffing tab – displays an organization's current open job requisitions
- Fixed Term Positions tab – displays Fixed Term and Contingent Worker roles in an organization with end dates in the current month
- Separations Tab (HRG only) – used to monitor separations to assist with Fixed Term employee monitoring

Responsibilities

- Supervisor – monitor upcoming fixed term position end dates; determine if fixed term employee will be extended, renewed, or separated; coordinate extension/renewal offer with fixed term employee; assist in the creation of extension/renewal or future offer letter for faculty, special faculty and/or adjunct; sign and approve the extension/renewal or future offer letter
- Department Administrator - monitor upcoming fixed term position end dates; work with supervisors to determine if fixed term employee(s) will be extended, renewed or separated and assist in preparing appropriate documentation; work with HR Generalists to coordinate updates in Workday
- ALG - monitor upcoming fixed term position end dates; determine if fixed term employee will be extended, renewed or separated; address lack of timely communication or non-responsiveness from the department relating to fixed term positions
- HRG - monitor upcoming fixed term position end dates; create extension/renewal or future offer letter for staff; ensure that proper documentation is attached, and data is entered correctly and consistently; extend or end positions, separate employees and process rehires in Workday

Additional Resources

- Fixed Term website
- HR Teams (to determine HR generalist assigned to your college/division)
- Returning Faculty and Staff website