

In late 2019 - early 2020 HR representatives met with colleagues from across campus to better understand the Change Form users experience. Specifically, users were asked to comment on what was working, what didn't work and how we could improve upon the existing form.

Feedback collected highlighted a number of challenges. From the user's perspective, the existing form was:

- Challenging and onerous to complete
- Confusing (due to is having multiple purposes and lack of clarity regarding information to capture)
- Not user friendly (specifically for large volume users who process changes frequently for our casual workforce)
- Absent of account and cost centre information required for compliance purposes
- Absent of automated approvals and authorizations

We asked, you answered, we acted!

Effective June 12, 2020 the following three (3) changes will be introduced:

1. **New!** A new [Change Form](#) will be introduced that delivers a cleaner user experience, clarity regarding the use and purpose of the form, and the ability to capture cost centre information. For those using digital signatures within Adobe, the form also allows for approvals through email. Guidelines have been revised and can be accessed [on-line](#).
2. **New!** You can now initiate changes to casuals' hourly rates and end dates directly in Workday. Supporting guidelines can be accessed [on-line](#).
3. **New!** A Workday report [UW CR End Date Report] that summarizes end-dates for individuals with employment assignments within the respective supervisory organization has been created.
4. **New!** A standalone [Job Evaluation Form](#) for reclassifications and career path movements has been created. To complement this form, the HR website has been updated and now includes a Job Evaluation section where all online content related to job evaluation has been consolidated into a single location for ease of use. Please take advantage of the resources provided, including the job description template and guide for using action words.

We are truly grateful for all feedback received that has helped shape these exciting changes.

Your [HR Partner](#) has been well versed in these new processes and we encourage you to reach out to them should you need assistance.

Sincerely,

Your HR Partner Team

