

WORKDAY SMART

Source for Monthly Answers, Reminders, and Tips

Employee Types in Workday

Benefits Eligible:

- **Faculty** - This employee type generally works 9 months per year and is issued an annual appointment form that follows the academic year (mid-August through mid-May). Appointment forms are generated annually by the HR Office.
- **Academic (Non-Faculty)** - An employee who works in the academic area on a 12-month appointment that corresponds with the fiscal year, beginning mid-June. This is typically deans and chairs. Appointment forms are generated annually by the HR Office.
- **Staff – UPS (Unclassified Professional Staff)** - A UPS employee is issued a 12-month appointment form that corresponds with the fiscal year, beginning mid-June. This could be a non-exempt (hourly) employee or exempt (salary) employee. Appointment forms are generated annually by the HR Office.
- **Staff – USS (University Support Staff)** - USS employees used to be in the State Classified Civil Service and voted to convert to USS several years ago. This employee type is not issued an appointment form. They have KPERS benefits. If a USS employee promotes to a different position, they will become a UPS employee.

Non-Benefits Eligible:

- **Adjunct** - An employee that teaches on-campus courses. Period Activity Pay (PAP) is initiated by their department within Workday, which generates a contract step for that semester. The appointment form is done outside of Workday and is mailed or emailed to the faculty member by the HR Office.
- **FHSU Online** - An employee that teaches online courses. Appointment forms are generated by the HR Office after receiving a SharePoint Workflow request assigning that instructor to a course. The compensation for these courses is uploaded after the 20th day enrollment count, due to proration based on enrollments.
- **Temporary Staff** - Exempt Temporary Staff are paid using PAP and are paid a set amount spread evenly over the period of the appointment. The appointment form is mailed or emailed by the HR Office based on information provided on the PAP form. Non-Exempt Temporary Staff work on an as-needed basis. They are paid hourly and must remain within 999 hours in a 12-month period. There is no appointment form generated for these employees.
- **Student** - A student employee with an enrollment status of at least part-time at Fort Hays State University.
- **Contingent Worker | Student Contingent Worker** - This employee type is not an employee hired by FHSU/State of Kansas and has no appointment form. They exist in Workday because they need access to Workday for various reasons, such as a student supervisor that needs to approve a timesheet, student needing access to student organization budgets, or security to a search committee.

RECRUITMENT CORNER

ACCOUNTING SPECIALST -
STUDENT FISCAL SERVICES

ENROLLMENT MANAGEMENT ASST -
REGISTRAR'S OFFICE

FINANCIAL AID ADVISOR -
OFFICE OF FINANCIAL AID