

In the instance a fixed term re-engagement has been requested and reviewed by People and Culture, the relevant Finance Business Partner will receive an inbox action in Workday to review if there is available budget for the re-engagement - this is via a *Data Change Review*.

Navigate to your inbox

Select the *Data Change* action from the list on the left.

The screenshot shows the Workday 'Inbox' interface. On the left, there is a list of actions under the heading 'Actions (16)'. The first action is 'Data Change: [redacted]' with a star icon and the text '4 minute(s) ago - Effective 01/01/2020'. The main panel on the right is titled 'Review' and shows details for the selected action. It includes a 'Data Change' header with an 'Actions' button, a timestamp '4 minute(s) ago - Effective 01/01/2020', and a 'For' field. Below this, there are three rows of information: 'Overall Process' is 'Data Change', 'Overall Status' is 'In Progress', and 'Due Date' is '18/03/2020'. A section titled 'Details to Review' contains 'Staffing Information' with fields for 'Current Organization', 'Proposed Organization', 'Current Position', 'Proposed Position', 'Worker', 'Effective Date' (01/01/2020), 'Reason' (Data Change > Data Change > Re Engagement of Contract), 'Employee Type' (Fixed Term (Fixed Term)), 'Job Profile', and 'Location' (Bedford Park). At the bottom of the main panel, there are four buttons: 'Approve' (orange), 'Send Back', 'Add Approvers', and a three-dot menu.

Complete a detailed review of the information received.

Review

Data Change: [redacted] Actions

4 minute(s) ago - Effective 01/01/2020

For [redacted]

Overall Process Data Change: [redacted]

Overall Status In Progress

Due Date 18/03/2020

Details to Review

Staffing Information

Current Organization [redacted]

Proposed Organization [redacted]

Current Position [redacted]

Proposed Position [redacted]

Worker [redacted]

Effective Date 01/01/2020

Reason Data Change > Data Change > Re Engagement of Contract

Employee Type Fixed Term (Fixed Term)

Job Profile [redacted]

Location Bedford Park

FTE 100.00%

Specify a Paid FTE

More Details

Note: *More Details* information on next page

Complete a detailed review of the information received.

1 Item

*Start Date	End Date	Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Cost Center	Additional Worktags	Distribution Percent
01/01/2020					Flinders Position Funding: Untied	100.00%
Total:						100.00%

For [redacted]

The following reflects the specific compensation data that was changed by the transaction. If you would like to see additional details about the employee's compensation click on the More Details button.

Employee [redacted]
 Position [redacted]
 Effective Date 01/01/2020
 Employee Visibility Date (empty)
 Reason Data Change > Re Engagement of Contract

Guideline Changes 4 Items

Effective Date	Plan Type	Current Details	Proposed Changes
26/06/2019	Compensation Package	Flinders Compensation Package	
26/06/2019	Grade	HEGSS (Professional)	
26/06/2019	Grade Profile	Higher Education Officer Level 8	
26/06/2019	Step	Step 3 - 104623 AUD (Progression Start Date: 30/06/2019)	Step 3 - 104623 AUD (Progression Start Date: 30/06/2019)

enter your comment

Note: *More Details* will take you to the *Staffing Event Details Data Change* screen if you require to view all the information for the current re-engagement request. Note: you are unable to amend anything in this screen.

Staffing Event Details

Data Change: Actions

Location

Location Details

Location *
📍 Bedford Park

Work Space
📍 Bedford Park > Registry

Scheduled Weekly Hours
 36.75

Details

Administrative

Complete a detailed review of the information received.

1 Item

*Start Date	End Date	Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Cost Center	Additional Worktags	Distribution Percent
01/01/2020					Flinders Position Funding: Untied	100.00%
Total:						100.00%

For [redacted]

The following reflects the specific compensation data that was changed by the transaction. If you would like to see additional details about the employee's compensation click on the More Details button.

Employee [redacted]
 Position [redacted]
 Effective Date 01/01/2020
 Employee Visibility Date (empty)
 Reason Data Change > Re Engagement of Contract

Guideline Changes 4 Items

Effective Date	Plan Type	Current Details	Proposed Changes
26/06/2019	Compensation Package	Flinders Compensation Package	
26/06/2019	Grade	HEGSS (Professional)	
26/06/2019	Grade Profile	Higher Education Officer Level 8	
26/06/2019	Step	Step 3 - 104623 AUD (Progression Start Date: 30/06/2019)	Step 3 - 104623 AUD (Progression Start Date: 30/06/2019)

enter your comment

Review the comments and process history

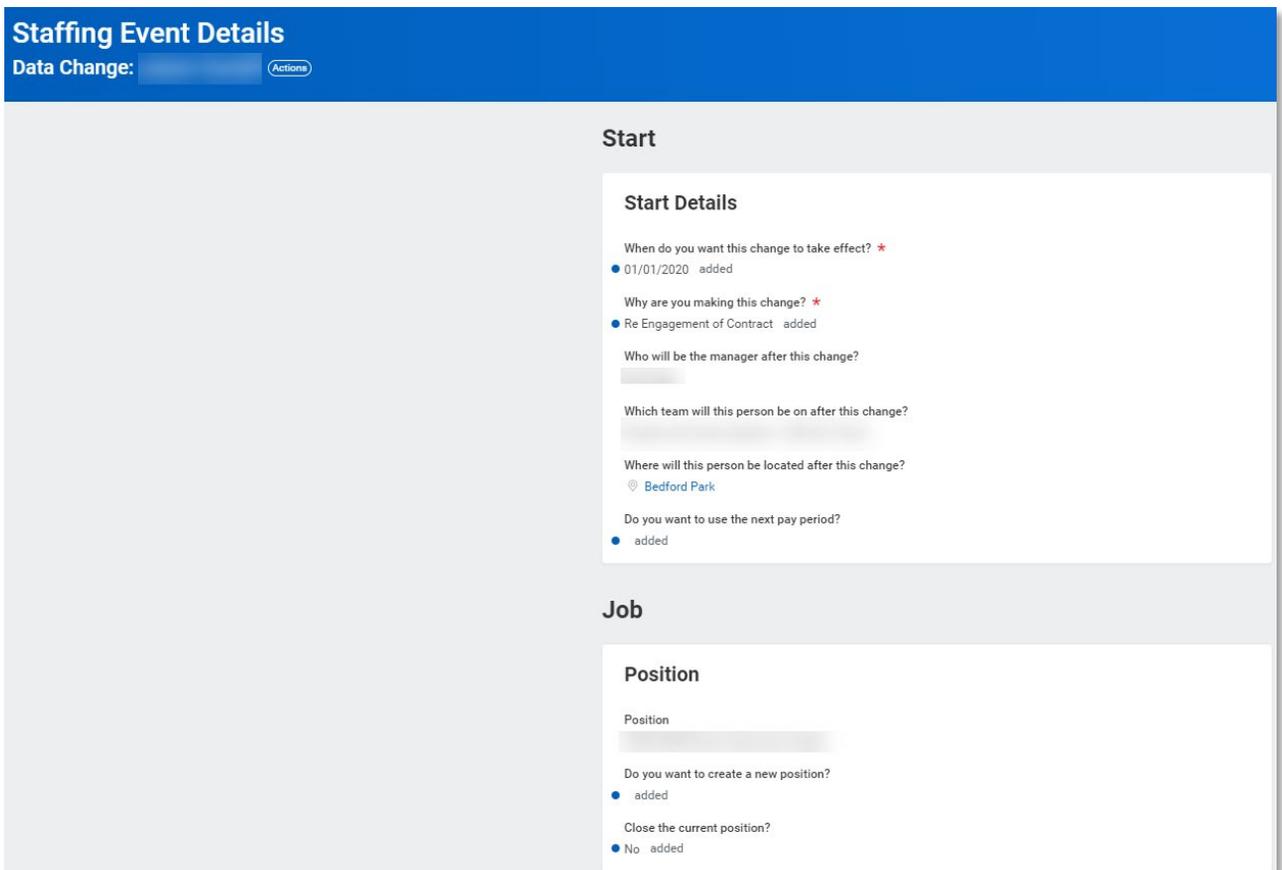
View Comments (1)

- [redacted] Fixed Term Reason and Justivation 2 hours ago

Process History

- [redacted] Change Job- Step Completed - Due 18/03/2020
- [redacted] Edit Additional Data: Substantive Position- Not Required
- [redacted] Assign Costing Allocation- Submitted - 2 hours ago
- [redacted] Assign Work Schedule- Not Required
- [redacted] Review: Current Manager- Not Required
- [redacted] Review: Receiving Manager- Not Required
- [redacted] says, 'Fixed Term Reason and Justivation' Review Change Job- Approved - Due 18/03/2020
- [redacted] Review Change Job- Not Required
- [redacted] Change Organization Assignments- Completed - Due 13/03/2020
- [redacted] Propose Compensation Change- Submitted - Due 13/03/2020
- [redacted] Consolidated Approval by HR Partner- Approved - 25 minutes ago
- [redacted] Consolidated Approval by Compensation Finance Partner- Awaiting Action

Note: *More Details* will take you to the *Staffing Event Details Data Change* screen if you require to view all the information for the current re-engagement request. Note: you are unable to amend anything in this screen.

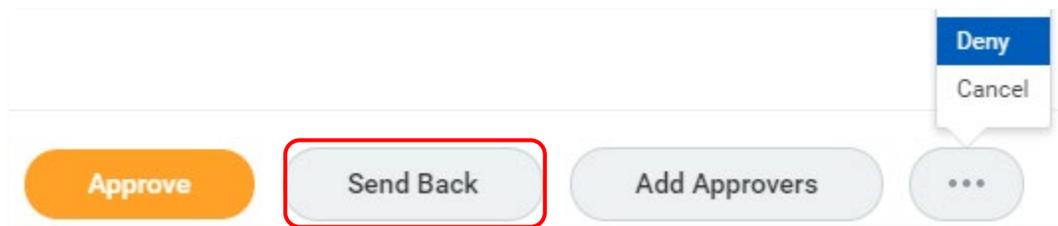


To navigate back to the *Data Change Review* click the browser back arrow.



Continue on with the re-engagement review

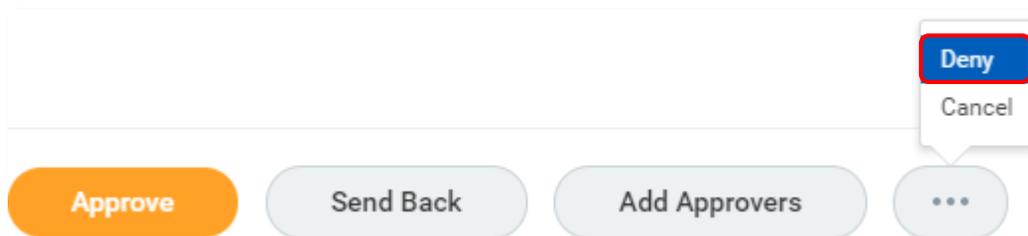
Once you have completed the *Data Change Review* in its entirety, you can *Approve*, *Send Back*, *Add Approvers* (not a requirement for Finance Business Partners) or *Deny* the request.



Select *Send Back* if you require further information or a correction to the re-engagement request. Add the initiator's name in the *To* field and your questions/required information in the *Reason* field. Click *Submit*.

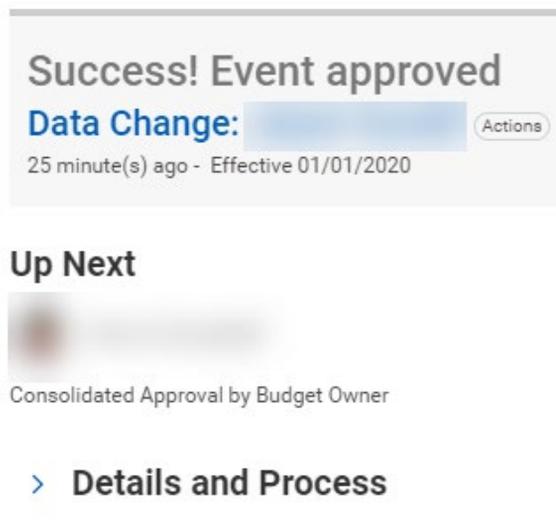
A screenshot of a 'Send Back' form. The title 'Send Back' is at the top. Below it are two fields: 'To' with a search icon and a red asterisk, and 'Reason' with a red asterisk. At the bottom are 'Submit' and 'Cancel' buttons.

If you determine that there is not sufficient funding / budget for this re-engagement, Select *Deny* to stop the re-engagement business process from moving forward. This will prompt a notification to the initiator that the process is not approved and has been denied.



Select *Approve* if you are happy for the re-engagement process to proceed to approval from the Budget Owner.

Once approved, the *Success! Event approved* screen will appear. It will include information for the Up Next process with the Budget Owner. The Budget Owner will receive an action in their Workday inbox for the *Consolidated Approval by Budget Owner* step.



This ends the process for finance business partners.

In the instance a fixed term re-engagement has been requested and reviewed by People and Culture and the relevant Finance Business Partner, the Budget Owner will receive an inbox action in Workday to approve the request via a *Data Change Review*.

Navigate to your inbox

Select the *Data Change* action from the list on the left.

The screenshot shows the Workday 'Inbox' interface. On the left, under 'Actions (16)', a 'Data Change' action is highlighted, showing it was received 4 minutes ago and is effective from 01/01/2020. The main panel displays the 'Review' details for this action, including the overall process, status, and due date. Below this, the 'Details to Review' section provides staffing information such as current and proposed organizations, positions, worker type, effective date, reason, employee type, job profile, and location. At the bottom, there are buttons for 'Approve', 'Send Back', 'Add Approvers', and a menu icon.

Review	
Data Change:	[Redacted] Actions
4 minute(s) ago - Effective 01/01/2020	
For	[Redacted]
Overall Process	Data Change [Redacted]
Overall Status	In Progress
Due Date	18/03/2020

Details to Review	
Staffing Information	
Current Organization	[Redacted]
Proposed Organization	[Redacted]
Current Position	[Redacted]
Proposed Position	[Redacted]
Worker	[Redacted]
Effective Date	01/01/2020
Reason	Data Change > Data Change > Re Engagement of Contract
Employee Type	Fixed Term (Fixed Term)
Job Profile	[Redacted]
Location	Bedford Park

Complete a detailed review of the information received.

Review

Data Change: [redacted] Actions

4 minute(s) ago - Effective 01/01/2020

For [redacted]

Overall Process Data Change: [redacted]

Overall Status In Progress

Due Date 18/03/2020

Details to Review

Staffing Information

Current Organization [redacted]

Proposed Organization [redacted]

Current Position [redacted]

Proposed Position [redacted]

Worker [redacted]

Effective Date 01/01/2020

Reason Data Change > Data Change > Re Engagement of Contract

Employee Type Fixed Term (Fixed Term)

Job Profile [redacted]

Location Bedford Park

FTE 100.00%

Specify a Paid FTE

More Details

Note: *More Details* information on next page

Organization Assignments

1 item

Organization Type	Current Organization	Proposed Organization
Company	01 Flinders University	01 Flinders University

The following reflects the specific compensation data that was changed by the transaction. If you would like to see additional details about the employee's compensation click on the More Details button.

More Details

Employee: [Redacted]
 Position: [Redacted]
 Effective Date: 01/01/2020
 Employee Visibility Date: (empty)
 Reason: Data Change - Re Engagement of Contract

Guideline Changes: 4 items

Effective Date	Plan Type	Current Details	Proposed Changes
26/06/2019	Compensation Package	Flinders Compensation Package	
26/06/2019	Grade	HESSS (Professional)	
26/06/2019	Grade Profile	Higher Education Officer Level 8	
26/06/2019	Step	Step 3 - 104623 AUD (Progression Start Date: 30/06/2019)	Step 3 - 104623 AUD (Progression Start Date: 30/06/2019)

1 item

*Start Date	End Date	Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Cost Center	Additional Worktags	Distribution Percent
01/01/2020				[Redacted]	Flinders Position Funding: United	100.00%
Total:						100.00%

Note: The initial *More Details* will take you to the *Staffing Event Details Data Change* screen if you require to view all the information for the current re-engagement request. Note: you are unable to amend anything in this screen.

Staffing Event Details
 Data Change: [Button: **Autosave**]

Start

Start Details

- When do you want this change to take effect? *
 - 01/01/2020 added
- Why are you making this change? *
 - Re Engagement of Contract added
- Who will be the manager after this change?
 - [Redacted]
- Which team will this person be on after this change?
 - [Redacted]
- Where will this person be located after this change?
 - Bedford Park
- Do you want to use the next pay period?
 - added

Job

Position

- Position
 - [Redacted]
- Do you want to create a new position?
 - added
- Close the current position?
 - No added

To navigate back to the *Data Change Review* click the browser back arrow.



Note: The second *More Details* will take you to the *Compensation details* for the employee’s compensation information with a link to their compensation history.

Compensation Details
[Grid Icon] [Print Icon]

Compensation Change: [Redacted] [Actions](#)

Employee [Redacted]

Position [Redacted]

Effective Date 01/01/2020

Employee Viability Date (empty)

Reason Data Change > Re Engagement of Contract

Next Pay Period 04/01/2020 - 17/01/2020 (Fortnightly)

Total Base Pay Range 96,820.00 - 107,187.00 AUD Annual

Supporting Information

Prior Compensation Change [Redacted] | Compensation Change: [Redacted]

Compensation History

Totals 1 item [Grid Icon] [Filter Icon] [Print Icon]

Compensation Basis	Current		Proposed		
	Total	Amount Increase	Total	Currency	Frequency
Total Base Pay	104,623.00	0.00	104,623.00	AUD	Annual

Guidelines 4 items [Grid Icon] [Filter Icon] [Print Icon]

Effective Date	Plan Type	Current Details	Proposed Changes
26/06/2019	Compensation Package	Flinders Compensation Package	
26/06/2019	Grade	HEGSS (Professional)	
26/06/2019	Grade Profile	Higher Education Officer Level 8	
26/06/2019	Step	Step 3 - 104623 AUD (Progression Start Date: 30/06/2019)	Step 3 - 104623 AUD (Progression Start Date: 30/06/2019)

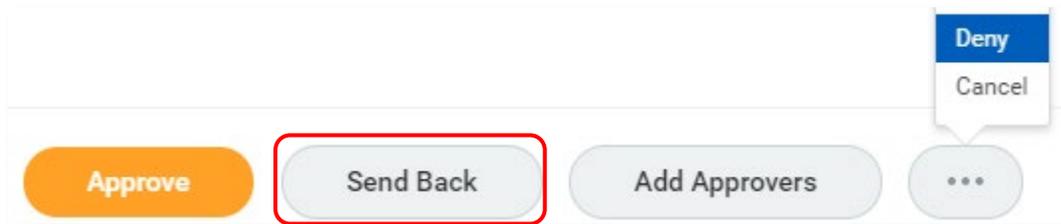
Plan Assignments 2 items [Grid Icon] [Filter Icon] [Print Icon]

Effective Date	Plan Type	Plan Name	Current Details	Proposed Change
26/06/2019	Salary	Salary Plan	104,623.00 AUD Annual	
26/06/2019	Allowance	Super Guarantee	9.5% Annual (Ceiling: 25,000.00 AUD)	

To navigate back to the *Data Change Review* click the browser back arrow.



Once you have completed the *Data Change Review* in its entirety, you can *Approve*, *Send Back*, *Add Approvers* (not a requirement for Budget Owner) or *Deny* the request.



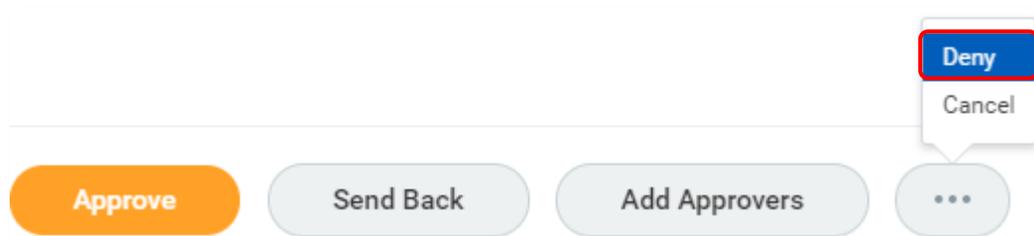
Select *Send Back* if you require further information or a correction to the re-engagement request. Add the initiator's name in the *To* field and your questions/required information in the *Reason* field. Click *Submit*.

Send Back

To *

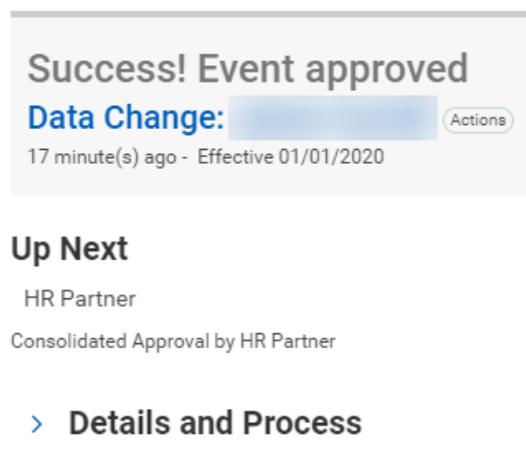
Reason *

Select *Deny* to stop the re-engagement business process from moving forward. This will prompt a notification to the initiator that the process is not approved and have been denied.



Select *Approve* if you are happy for the re-engagement to proceed.

Once approved, the *Success! Event approved* screen will appear. It will include information for the Up Next process with people and culture. People and Culture will receive an action in their Workday inbox to complete their processes.



The screenshot shows a notification card with the following content:

- Success! Event approved**
- Data Change:** [Redacted] Actions
- 17 minute(s) ago - Effective 01/01/2020
- Up Next**
- HR Partner
- Consolidated Approval by HR Partner
- [> Details and Process](#)

This ends the process for Budget Owners.