

SET INFORMATION SESSION

FEBRUARY 16, 2022



WHY YOU SHOULD EXPRESS INTEREST

- You do **HR, finance, travel, procurement** or unit-based **post-award** work today
- You want to be **part of a team**
- You're excited to use **new technology and processes**
- You want to **explore the opportunity** further – have a conversation
- You're interested in a HR, finance or research **career path**
- You want **back-up and support** to enable work life balance

The Expression of Interest Survey has been
extended to February 20, 2022

If you don't express interest because SET doesn't apply to your work today, that's ok.



OVERVIEW OF ROLES

Finance Business Center

What exactly do they do?

Travel & Procurement Coordinator

Post-Award Grant Specialist

Finance / Budget Analysts

HR Business Center

HR Coordinator

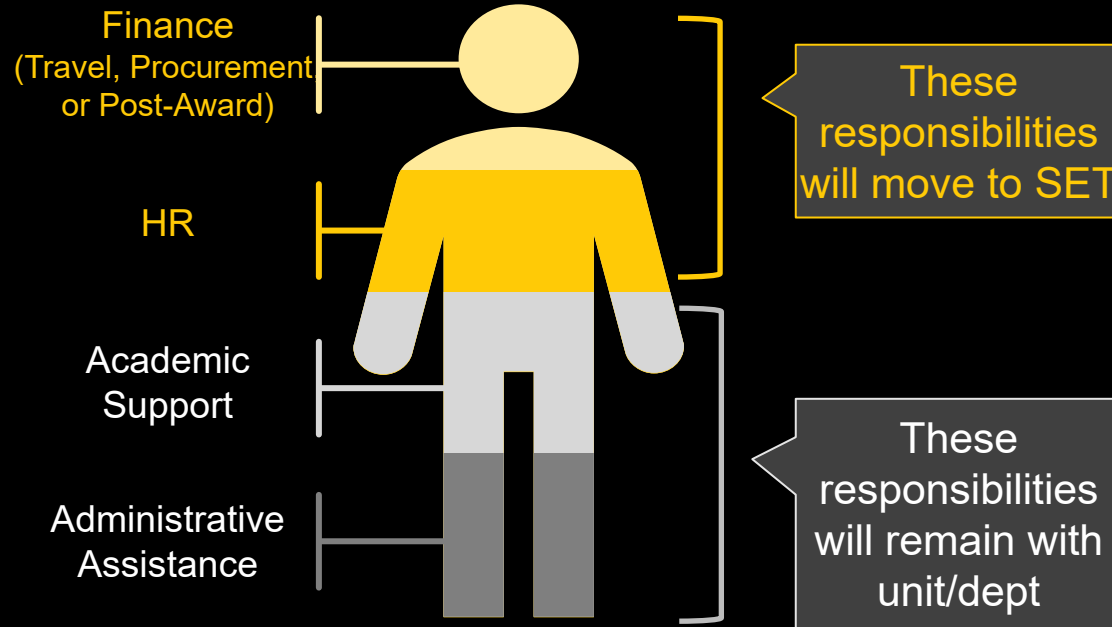
HR Partner



WORKFORCE TRANSITION

May have lots of responsibilities

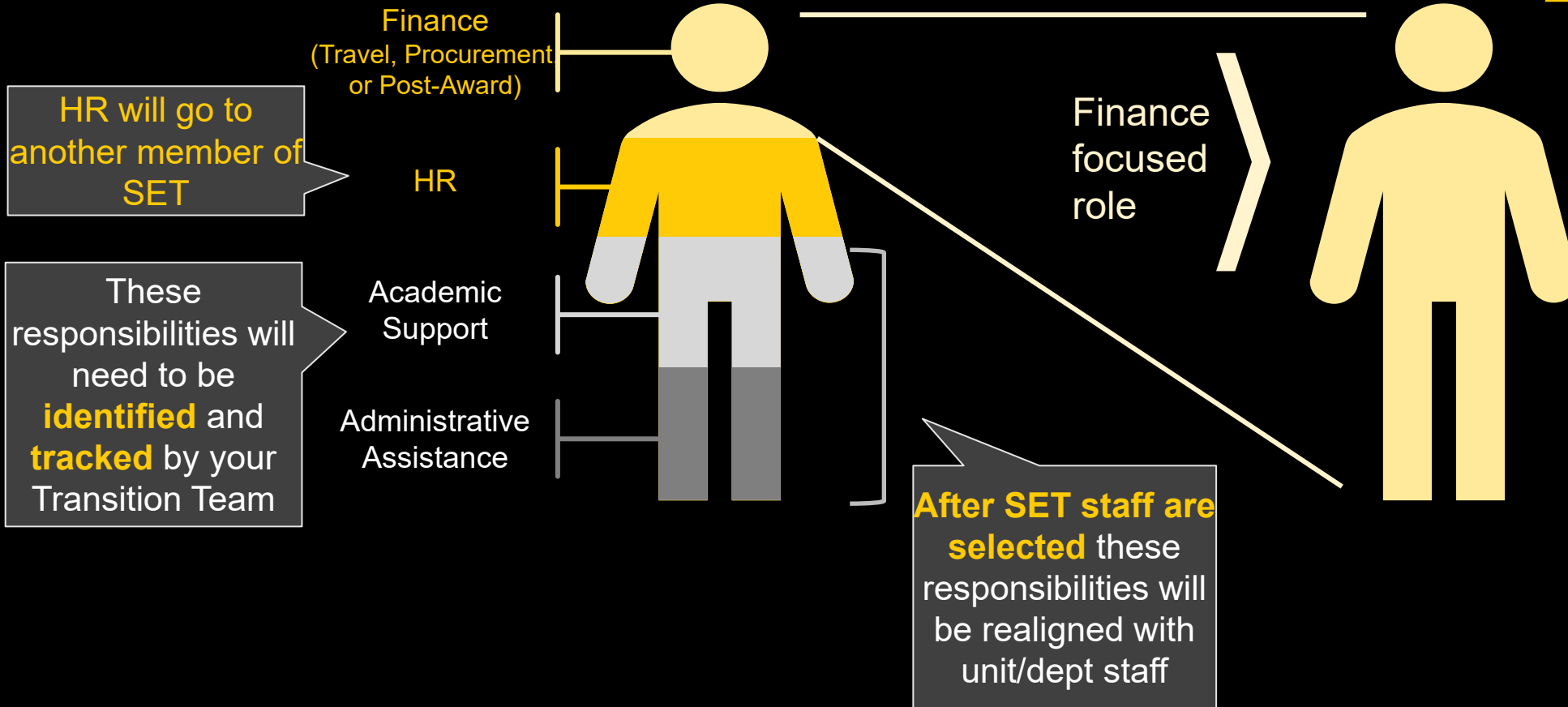
For
Example
YOU



WORKFORCE TRANSITION

For
Example

YOU May be interested in and selected for a **SET position**

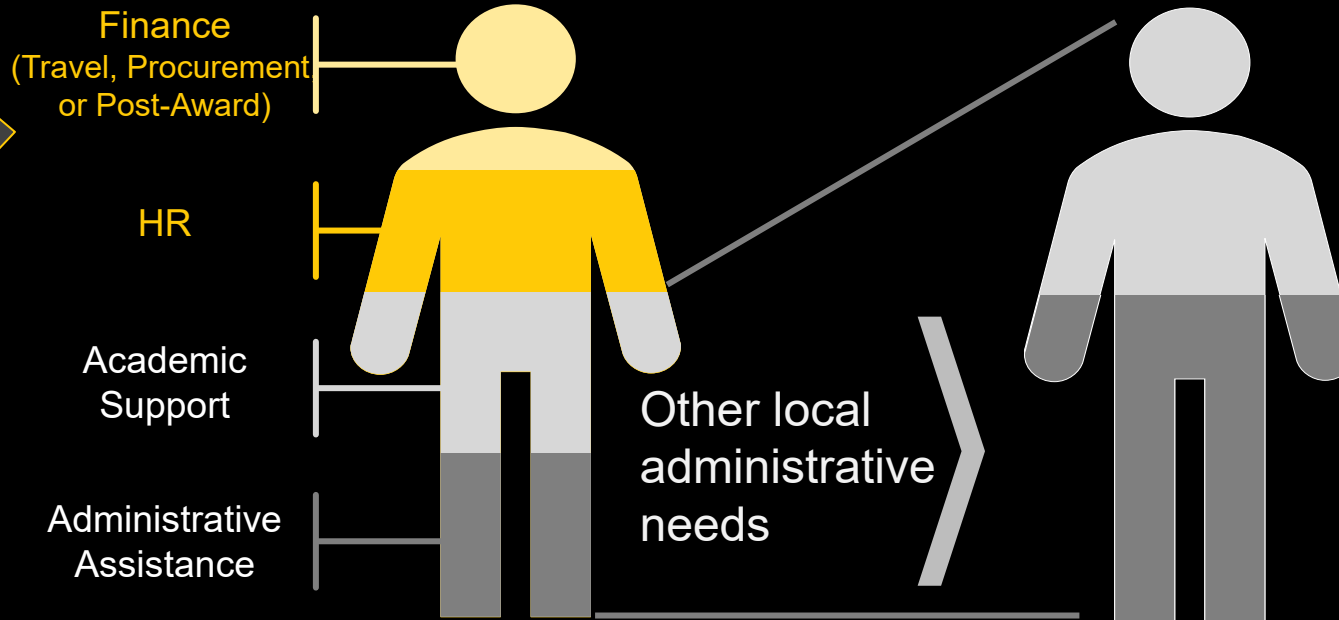


WORKFORCE TRANSITION

For
Example

YOU May **NOT** be interested in or selected for
a **SET position**

You are no longer responsible for these activities, creating capacity for unit/dept support



Local responsibilities from staff selected for SET positions will be realigned to unit/dept staff by your Transition Team

Until all SET staff are selected by the end of April – Transition Teams may not know what other duties need to be realigned until **May or June**

SET TRANSITION TIMELINE



FEBRUARY

- Transition Teams have identified a list of staff who may be affected by SET
- Those staff received a Responsibility Tracker

Ongoing through February

The Tracker will help with:

- Understanding SET responsibilities
- Assessing potential % of change in responsibilities related to SET
- Capturing non-SET responsibilities
- Conversations with Transition Teams

Expression of Interest close

Feb 20

- 1st Preference organized to share with SET Leaders
- HR review of qualifications

- SET Training Catalog confirmed
- Content creation begins

MARCH

Selection Process

- 1st Preference sent to SET Leaders
- SET leaders begin scheduling conversations with staff
- Chance to confirm fit and interest

- Prior to informal offers supervisors & stakeholders notified
- Formal offer letters will be used for SET
- Detail: start date, training expectations, position level, title, etc...
- Transition Teams notified

Staff with experience and background will be prioritized

People who do the work today

Starting March 1

- Early acceptance may enable participation in scheduled Workday Testing

- Transition Teams track “other” responsibilities from selected staff
- Continue meeting with staff as needed

APRIL

Selection Process Continues

- Finalize staff selection for SET positions
 - Add names to Org Charts
- Open recruit for any remaining vacancies
 - Transition to onboarding and training

Through April 30

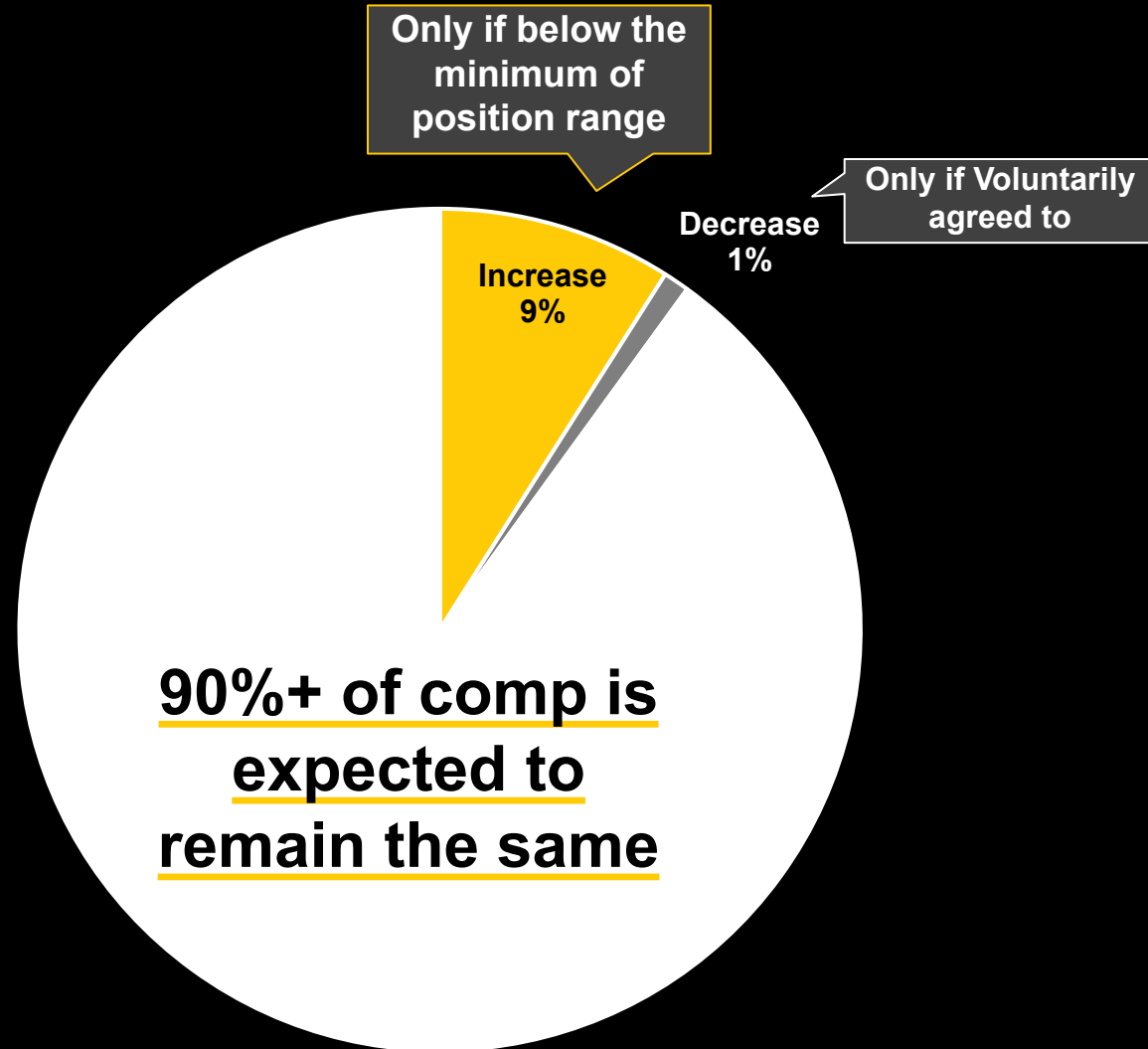
Transition Teams – Continue tracking impacted responsibilities



COMPENSATION FOR SET POSITIONS

Why would pay remain the same?

- SET fundamentally is about realigning work that is done today
- SET leaders will work to match roles to background and experience
- SET roles will be leveled across colleges and divisions
- SET is not a market adjustment or compensation and classification study – it will create consistency in roles to enable salary structure reviews in the future



Staff in SET

MAY

- SET leaders provide staff with detailed Individual Training Plan
- Training kicks off with SMEs covering what you need to know
- Policy and practice integrated with technical Workday training

- SET leaders share logistics with staff
 - Technology & equipment
 - Office & remote work options
 - Workday go live
 - Cutover plans

Training and preparation for go live May - June

- Transition Teams now know who was selected and what responsibilities need to be accounted for at the unit/dept
- The Responsibility Tracker will indicate those who may have capacity from responsibilities moving to SET roles
- Transition Teams begin realigning responsibilities to fill capacity

Transition Teams are expected to work with:

- Supervisors, chairs and unit leaders to discuss local support needs
- Employees to discuss realignment possibilities
- HR to ensure new responsibilities align with current position classification
- College/Division leadership to sign-off on any Transition Plans

Staff not in SET



Staff in SET

JUNE

- Continue training
- Learn and interact with Workday
- Discuss and outline transition of responsibilities for your current role

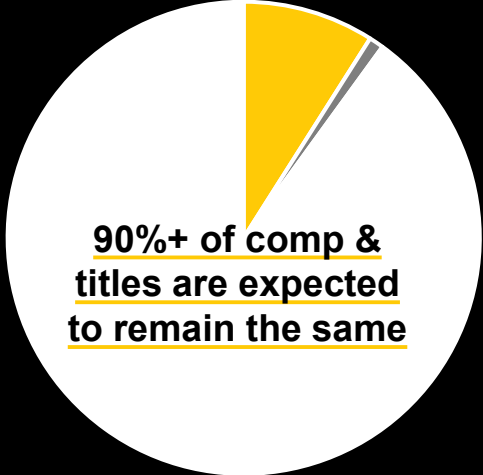
- Meet with your new team
- Meet and greet the faculty and staff you will be supporting

Ongoing prep for go live

June 15

- Individual Transition Plans finalized and shared with employees and supervisors
 - Plans will contain all relevant changes to:
 - Responsibilities
 - Customers supported
 - Office, equipment, technology, access
 - Where to go for support
 - And in rare instances
- Position, title, compensation or supervisor changes

HR will review Individual Transition Plans for changes to compensation or title



90%+ of comp & titles are expected to remain the same

Staff not in SET



JULY

This is just the beginning of your continued future with UCF

In SET or not, everyone is a necessary part of UCF's continued success

Go Live!

In-process and ongoing...

- Transitioning old responsibilities
- Office space, technology and other logistics
- Fixes to potential Workday issues
- Continuous improvement of processes and practices
- Continued training and investment in SET staff
- Ongoing team building and customer relationships
- Improvements to the customer experience
- Adoption of Workday features and enhancements
- Refinement of the SET model and services
- Exploration of career paths and development opportunities



QUESTIONS & ANSWERS

