UCF | Knight Vision

FACULTY FAQS

Is there a way to batch-download our payslips from before the 2022 pay-period?

Unfortunately, PeopleSoft generates the payslips one-by-one only allowing them to be downloaded as a PDF one-by-one as well. The new Workday system will allow employees to batch-download those documents.

Will there be a way to retrieve my old payslips and W-2s after Go-Live if I don't download them ahead of time?

We have listened to your feedback and are working on a solution where you will still have access to these documents after Go-Live. This process will be new and the details are still being determined. You can expect a short period of delay between July 1 and the date when this new process will be made available. That is why we recommend you proactively download your documents before Go-Live in order to have quick access to them.

Will our direct deposit information be transferred over to Workday?

Yes, it will. You will be able to see that information in Workday as soon as you have access to it post-July 1.

Will the purchasing volume per college be considered with the Service Enhancement Transformation (SET) restructure?

Purchasing volumes have been factored in to the staffing for the new finance Business Centers. Instead of having one person per-department doing the purchasing it will now be centralized at the college-level. Within the SET Business Centers, there will be a person/persons dedicated to assisting with the department's unique needs.

How is the implementation of SET going to affect institutional memory of individual departments? What will happen to all that knowledge that people rely on?

While institutional knowledge will remain with our talented staff, staff moving into SET roles will also develop additional expertise in new areas, benefiting the campus as a whole. As we determine which staff will move into certain college Business Centers, we ask that you remember that the Deans and the Chairs will play a large role in determining who will fill the jobs that are left behind in the departments. There will be a lot of movement to meet the needs of each department.

How is the administration going to address the staffing issue that UCF currently faces?

One of the things we're doing in the SET model is creating an area within our talent acquisition department in HR, and we're going to recruit in a way that UCF has never done before. Positions will be posted and the talent acquisition department will screen those positions for minimum and preferred qualifications to then present qualified individuals to the hiring manager in order to provide candidates for staff on a faster basis.

Is my PCard going away?

After Go-Live, Procurement Cards will be issued to individuals in the College/Division Business Centers and the Knights Experience Team (kNEXT). Current PCards will be called "Expense Cards" in Workday. Expense Cards can be used for travel-related purchases as well as routine, non-travel related purchases under $1,000. This threshold only applies to non-travel purchases.

Will PARIS be going away? How will Workday benefit faculty members in terms of reporting?

Past our Go-Live date of July 1, 2022, PARIS will be viewable for historical data purposes only as we transition to the new data and analytics platform. Current and new data will be visible via Workday. The specific timeline for when PARIS will be decommissioned is still in discussion. The new data and analytics platform and Workday system will allow employees to view data all together in one place.

Where will my go-to contact for HR and financial processes be going?

The SET project will enhance the quality and consistency of HR and finance service delivery, eliminating inefficiencies and clarifying and streamlining complex processes. These changes will be created by moving staff currently doing a mixture of HR and finance roles to more dedicated roles within new HR and Finance Business Centers. These contacts will not be going away completely and will still be just a phone call or IM away. To learn more about the SET Operating Model visit this page.

Can I use an Expense Card for travel expenses above the $1,000 threshold?

Yes. The $1,000 threshold only applies to non-travel purchases. Travel-related puchases over $1,000 may be paid for via an Expense Card. Expense Card purchases are reconciled through Expense Reports in Workday and are not tied to a purchase order.

Where will my teaching information in myUCF go?

There will be no change to faculty's access to their teaching information in Campus Solutions (myUCF). Campus Solutions will continue to be our student information system for student and teaching data post Go-Live.