



April 1, 2025

## Workday deadline

The Dean of the Faculty's office requires sufficient time to review and approve all submissions in Workday.

## New/Reappointment Deadlines

- Workday deadline for April faculty actions is Thursday, April 10th
- May faculty letter request deadline is Wednesday, April 16th

## Visas

Requests with **J-1 visas** should reach OISSS **90 days or more** before the appointment start date.

We have been erroneously referring to the "J-1 Request Form" as a "DS-2019." We are working to update the FAF to reflect the correct language.

## THIS MONTH'S TIPS:

### IMPORTANT:

- An employee who has a fixed-term appointment or whose position is supported by grants, contracts or other external funding sources may not be eligible for Severance Pay when the funding end date for that position occurs. **An employee in a fixed-duration position or in a term appointment must be informed in writing no less than thirty days of the funding end date.** In circumstances where it is not possible to provide thirty days' advance notice, a combination of notice and Severance Pay equivalent to one month is recommended. (Position Elimination, Layoff and Severance Pay [Policy](#))
- Please reference the attached job aid to assist you with submitting reimbursable expenses for approved Searches. Please note, requests are due by May 31, as reimbursements will begin June 1, 2025.
- To expedite your FAF requests, please ensure to list the department Box and Phone Number, Course Number/Name - Intro/Advanced if known, and complete worktags (CC30150, FD100, PRG253)

## **Creating a search reimbursement summary report in Workday**

- Go to **Your Home Landing Page**
- Click on the **Supplemental Reports** worklet
- Select **Manager Expenditure Report – Actuals & Obligations**
- Make sure your cost center is listed in the **Organization** field
- **Year** enter **2025** for FY25
- **Worktags** enter **PRG143** (Program: PRG143 Recruiting)
- **Display By Option** select **Program**
- Click on the button below marked **OK**

The report will return all the search reimbursements by spend category that were submitted with the program worktag PRG143. At first glance, this report appears as a summary of totals. To get to the details:

- Scroll down to **FY Total expenses** figure
- Look for the carrot as you hover over the FY Total expenses figure under the Actuals column
- Click on the carrot to get the View by options
- Select the **Export to PDF** option. This version will list all of the search reimbursements by person and spend category.
- Print the PDF
- Highlight or circle the expenses that will be reimbursed
- Scan PDF and forward to the DOF

*Please note, reimbursements will take place beginning on June 1, 2025.*