

If you are receiving this message, then you will be a Manager in Workday, which means that you are the head of a Supervisory Organization (equivalent to department, team, school, division, etc).

While Workday will bring many changes, one area that I wanted to highlight for launch is that you will see contractors and affiliates in your organization chart (My Team) in Workday. The Workday term for non-employees (contractors, affiliates, etc) is Contingent Worker so you will see that term used within the system.

In Colleague, non-employees are "orphans" in that they don't report to anyone and exist in the system independent of MU's organization structure. In Workday, everyone needs to fit into the organization structure and report to someone so we have made assignments for each contractor and affiliate into our organization structure.

The project team has cleaned up a significant number of obsolete contractors and affiliates from the system, but there are likely many being converted into Workday that are no longer valid. The project team has also attempted to assign contractors and affiliates to the appropriate department/team, but in many instances there was little information to validate this assignment.

If you do have contractors or affiliates in your Team in Workday that don't "belong" in your organization or you know that they should be terminated in Workday, please take the following actions:

If you know the Contractor/Affiliate Should be Terminated

Select Actions -> Job Change -> End Contingent Worker Contract, complete the form information and note that the Reason is Voluntary > Contract Ended

If the Contractor/Affiliate Should be Moved to another Organization (and you know where they should go)

Select Actions -> Job Change -> Transfer, Promote or Change Job, complete the form information noting the change as a Lateral Move and that this headcount should move to the new manager

Please note that the "receiving manager" will need to approve the move in Workday before it can be completed

If you do not recognize the Contractor/Affiliate

Please email hr@marymount.edu and ask for guidance as to whether or not the contractor should be terminated or moved to another organization

Thank you for your continued support and patience as we roll out this significant change.