

Zero Compensation Error for Fixed Term/Temporary Employees

What is the “Zero Compensation Error”?

An employee is considered to have a “Zero Compensation” situation when one or more of the following is true:

1. The employee’s main salary plan or hourly plan has expired due to the passing of the Actual End Date. (The compensation plan Actual End Date was not extended, but the position is still active.)
2. The employee’s main salary plan or hourly plan was intentionally deleted.
3. The compensation plan Actual End Date was extended, but the compensation was deleted based on compensation entries left over from the previous Actual End Date. (This is called the “Spawn Queue” issue, whereby the Effective Date of the Automatic Compensation Change that deletes the compensation plan does not align with most recent Actual End Date.)

What happens when an employee has “Zero Compensation”?

- **Incorrect or zero pay**
- **This is especially important for Merit-eligible employees** – Faculty and Prostaff showing zero compensation as of August 31 will be excluded from official merit-planning reports.

How to identify Zero Compensation errors:

- The employee's current compensation view is missing the main General Salary or Hourly Plan, and Total Base Pay = 0.00.

NOTE: If the employee has an Allowance of other type of Compensation Plan, this will show in the Plan Assignment section since the "Spawn Queue" error usually only affects the General Salary or Hourly Plan.

The screenshot displays the 'Compensation' view for an employee. On the left is a blue sidebar with navigation links: Summary, Overview, Academic, Job, Benefits, Compensation (highlighted with a yellow box), Time Off, Pay, and Career. The main content area has two tabs: 'Compensation' (active) and 'Step Progression'. Under the 'Compensation' tab, there is a 'Totals' section with 1 item. A table shows 'Total Base Pay' as 0.00 USD with a frequency of 'Monthly'. Below this is a 'Compensation' section with details: 'General Compensation Package', 'AcadPers 04-Classified Standard-AP04 Assoc Prof-Salaried', and 'UW1861 University of Washington'. At the bottom, the 'Plan Assignments' section shows 0 items. A table with columns 'Effective Date', 'Compensation Plan', and 'Assignment' contains a single row with 'No Data' in the 'Compensation Plan' column, which is highlighted with a yellow box.

| Total Base Pay | Currency | Frequency |
|----------------|----------|-----------|
| 0.00 | USD | Monthly |

| Effective Date | Compensation Plan | Assignment |
|----------------|-------------------|------------|
| | No Data | |

- Navigate to **Actions > Compensation > View Compensation History**

Example A (Normal): In this example, the General Salary Plan ended on 6/15/2018 and was automatically deleted by the system on 6/16/2018. This is expected behavior.

| Compensation History | | | | | | | | | | |
|------------------------------|-------------------------------|------------------------|----------|--|----------------------|---------------------|---|--|-------------------|-----------------|
| Compensation Events 14 items | | | | | | | | | | |
| Effective Date | Business Process | Status | Position | Reason | Compensation Changes | | | | | |
| | | | | | Type | Name | Current | Proposed | Expected End Date | Actual End Date |
| 06/16/2018 | Automatic Compensation Change | Successfully Completed | | | Salary | General Salary Plan | 8,848.00 USD Monthly | *DELETED* | | |
| 09/16/2017 | Promotion Compensation Change | Successfully Completed | | Promotion > Promotion > 02 - Promotion (Academic Only) | Guidelines | | Package: General Compensation Package Grade: AcadPers 03-AP03 Assist Prof-Salaried Grade Profile: | Package: General Compensation Package Grade: AcadPers 04-Classified Standard-AP04 Assoc Prof-Salaried Grade Profile: | | |
| | | | | | Salary | General Salary Plan | 9,027.00 USD Monthly | 9,930.00 USD Monthly | | |
| 09/16/2017 | | Successfully Completed | | Data Change > Data Changes > 01 - Data Change - Voluntary FTE Change (Prof and Academic) | Salary | General Salary Plan | 9,027.00 USD Monthly (Prorated: \$,100.26) | 9,027.00 USD Monthly | | 06/15/2018 |

Example B (Spawn Queue): In this example, the General Salary Plan should NOT have been deleted on 7/01/2018, because a new Actual End Date of 6/30/2019 was entered. However, the older Automatic Compensation Change entries to delete the salary did not update properly and the salary plan was deleted by the system on 7/01/2018. **This is NOT expected behavior – there is a known issue in Workday called the “Spawn Queue” issue that prevents some Automatic Compensation Change entries from updating normally.** Workday Support has been working on a fix for this.

| Compensation History | | | | | | | | | | |
|--|---------------------------------|------------------------|-----|---|------------|---------------------|---|---|-------------------|-----------------|
| <div> <div>1</div> <div>2</div> </div> <div> <div>Newest Actual End Date for the General Salary = 6/30/2019.</div> <div>However, General Salary was deleted on 7/01/2018 due to the "spawn queue" issue whereby older Automatic Compensation Changes did not update properly to 2019 (based on newest Actual End Date).</div> </div> | | | | | | | | | | |
| Compensation Events 13 items | | | | | | | | | | |
| Effective Date | Business Process | Status | Job | Reason | Type | Name | Current | Proposed | Expected End Date | Actual End Date |
| 07/01/2018 | Automatic Compensation Change | Successfully Completed | | | Salary | General Salary Plan | 11,079.00 USD Monthly (Prorated: 6,647.40) | *DELETED* | | |
| 07/01/2018 | Automatic Compensation Change | Successfully Completed | | | Salary | General Salary Plan | 10,862.00 USD Monthly (Prorated: 6,517.20) | *DELETED* | | |
| 06/30/2018 | Data Change Compensation Change | Successfully Completed | | Data Change > Data Changes > 02 - Reappointment (Academic Only) | Salary | General Salary Plan | 11,079.00 USD Monthly (Prorated: 6,647.40) | 11,079.00 USD Monthly (Prorated: 6,647.40) | 06/30/2019 | 06/30/2019 |
| 09/01/2017 | Ad-hoc Compensation Change | Successfully Completed | | Request Compensation Change > Base Pay Change > Merit Adjustment | Guidelines | | Package: General Compensation Package Grade: AcadPers 01-AP01 Other-Salaried Grade Profile: | Package: General Compensation Package Grade: AcadPers 01-AP01 Other-Salaried Grade Profile: | | |
| | | | | | Salary | General Salary Plan | 10,862.00 USD Monthly (Prorated: 6,517.20) | 11,079.00 USD Monthly (Prorated: 6,647.40) | | 06/30/2018 |
| 09/01/2017 | Ad-hoc Compensation Change | Rescinded | | Request Compensation Change > Base Pay Change > Merit Adjustment | | | | | | |
| 07/01/2017 | Automatic Compensation Change | Successfully Completed | | Data Change > Data Changes > 01 - Data Change - Voluntary FTE Change (Staff and Academic) | Salary | General Salary Plan | 10,862.00 USD Monthly (Prorated: 6,517.20) | 10,862.00 USD Monthly (Prorated: 6,517.20) | | 06/30/2018 |

To fix a record with the spawn queue issue and reinstate the deleted compensation, use the following workaround:

1. Initiate a new Request Compensation Change action for the employee. Use the same Effective Date as the date that the compensation was wrongly deleted. (In this example: Effective Date = 7/01/2018)
2. Re-enter the compensation details – add back the Salary or Hourly Plan, and enter the correct new Actual End Date (In this example: Actual End Date = 6/30/2019)

Request Compensation Change

For detailed instructions to successfully execute this process, see the [User Guide](#).

Actual End Date on the compensation plan is required for Fixed Term Workers. In the Salary or Hourly section of the compensation screen, please open the additional details section and enter an Actual End Date to match the End Employment Date for the Fixed Term Worker.

Comments are required for all compensation changes, please refer to User Guide for specific guidance on selected events.

Effective Date

★ 07 / 01 / 2018

Use Next Pay Period

☐

Reason

★ X Base Pay Change > Extend Compensation Actual End Date

Employee

★ [REDACTED]

Salary

Assignment Details

{salary amount}

Plan Name

General Salary Plan added

Effective Date

07/01/2018 added

Actual End Date

06/30/2019 added

3. Click Submit and process through approvals as normal.

| Compensation History - All Past and Present Positions | | | | | | | | | | | |
|---|---------------------------------|------------------------|-----|---|------------|---------------------|---|---|-------------------|-----------------|---|
| <div> <div>3</div> <div> To fix this record, submit a new Request Compensation Change entry with an Effective Date matching the date that the compensation was wrongly deleted. Re-enter the compensation details and process through approvals as normal. A new Automatic Compensation Change entry should be created with the correct Effective Date (newest Actual End Date + 1 day). </div> </div> | | | | | | | | | | | |
| Compensation History 14 items | | | | | | | | | | | |
| Effective Date | Business Process | Status | Job | Reason | Type | Name | Current | Proposed | Expected End Date | Actual End Date | |
| 07/01/2018 | Ad-hoc Compensation Change | In Progress | | Request Compensation Change > Base Pay Change > Extend Compensation Actual End Date | Salary | General Salary Plan | | 11,079.00 USD Monthly (Prorated: 6,647.40) | 06/30/2019 | 06/30/2019 | 3 |
| 07/01/2018 | Automatic Compensation Change | Successfully Completed | | | Salary | General Salary Plan | 11,079.00 USD Monthly (Prorated: 6,647.40) | *DELETED* | | | |
| 07/01/2018 | Automatic Compensation Change | Successfully Completed | | | Salary | General Salary Plan | 10,862.00 USD Monthly (Prorated: 6,517.20) | *DELETED* | | | |
| 06/30/2018 | Data Change Compensation Change | Successfully Completed | | Data Change > Data Changes > 02 - Reappointment (Academic Only) | Salary | General Salary Plan | 11,079.00 USD Monthly (Prorated: 6,647.40) | 11,079.00 USD Monthly (Prorated: 6,647.40) | 06/30/2019 | 06/30/2019 | 1 |
| 09/01/2017 | Ad-hoc Compensation Change | Successfully Completed | | Request Compensation Change > Base Pay Change > Merit Adjustment | Guidelines | | Package: General Compensation Package Grade: AcadPers 01-AP01 Other-Salaried Grade Profile: | Package: General Compensation Package Grade: AcadPers 01-AP01 Other-Salaried Grade Profile: | | | 2 |
| | | | | | Salary | General Salary Plan | 10,862.00 USD Monthly (Prorated: 6,517.20) | 11,079.00 USD Monthly (Prorated: 6,647.40) | | 06/30/2018 | |
| 09/01/2017 | Ad-hoc Compensation Change | Rescinded | | Request Compensation Change > Base Pay Change > Merit Adjustment | | | | | | | |
| 07/01/2017 | Automatic Compensation Change | Successfully Completed | | Data Change > Data Changes > 01 - Data Change - Voluntary FTE Change (Staff and Academic) | Salary | General Salary Plan | 10,862.00 USD Monthly (Prorated: 6,689.60) | 10,862.00 USD Monthly (Prorated: 6,517.20) | | 06/30/2018 | |

- When the process is complete, a new Automatic Compensation Change entry should be created with the correct Effective Date (newest Actual End Date + 1 day, or 7/01/2019 in this example).

| Compensation History | | | | | | | | | | |
|------------------------------|---------------------------------|------------------------|-----|---|----------------------|---------------------|--|--|-------------------|-----------------|
| Compensation Events 15 items | | | | | | | | | | |
| Effective Date | Business Process | Status | Job | Reason | Compensation Changes | | | | | |
| | | | | | Type | Name | Current | Proposed | Expected End Date | Actual End Date |
| 07/01/2019 | Automatic Compensation Change | Successfully Completed | | | Salary | General Salary Plan | 11,079.00 USD Monthly (Prorated: 6,647.40) | *DELETED* | | |
| 07/01/2018 | Ad-hoc Compensation Change | Successfully Completed | | Request Compensation Change > Base Pay Change > Extend Compensation Actual End Date | Salary | General Salary Plan | | 11,079.00 USD Monthly (Prorated: 6,647.40) | 06/30/2019 | 06/30/2019 |
| 07/01/2018 | Automatic Compensation Change | Successfully Completed | | | Salary | General Salary Plan | 11,079.00 USD Monthly (Prorated: 6,647.40) | *DELETED* | | |
| 07/01/2018 | Automatic Compensation Change | Successfully Completed | | | Salary | General Salary Plan | 10,862.00 USD Monthly (Prorated: 6,517.20) | *DELETED* | | |
| 06/30/2018 | Data Change Compensation Change | Successfully Completed | | Data Change > Data Changes > 02 - Reappointment (Academic Only) | Salary | General Salary Plan | 11,079.00 USD Monthly (Prorated: 6,647.40) | 11,079.00 USD Monthly (Prorated: 6,647.40) | 06/30/2019 | 06/30/2019 |

- For further assistance correcting compensation records, contact your Integrated Service Center HCM support partner(s) by phone or by opening a UW Connect ticket by emailing ischelp@uw.edu with the Subject Line "FY2019 Merit Process Question".