Office of Sponsored Programs
Portal for Workday Requests

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Why, How and When?

• **WHY?**
  - Conformance with Uniform Guidance requirements §200.303
  - Federal Compliance to Mitigate Risks and Prevent Disallowances
  - Human Resource and Privacy Considerations

• **HOW?**
  - Use of OSP Workday Request Portal
  - OSP will be handling all “future” Workday payroll requests related to:
    - Sponsored Accounts
    - Combination of Operational AND Sponsored Accounts

• **WHEN?**
  - December 1, 2015
## Workday Entry Request Form

Office of Sponsored Programs Workday Entry Request

### Menu Items

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OSP Workday Portal
Requestor Information
(Information of person entering the information in portal)
Position Request

(Information related to the Payee’s position)

"New Employee" - the payee is NOT currently in the Workday HR system.

"Existing Employee" - the payee is currently in the Workday HR system.

"New Position" - a NEW position needs to be created.

"Existing Position" - the position exists and only a job requisition is required.

Use the Research Default Account for the respective entity.

Enter the name of the Department/Center/Other that the individual will be reporting to.

Enter the estimated salary that should be provided for this position (upper limit).

Provide the job title of the payee (i.e. post doctoral, research fellow, etc.)
Position Start Dates

(Only if a New Position needs to be posted, i.e., “Create Job”)

Enter the start date of the New Position related to the "Create Position" module.

Enter the end date of the New Position related to the "Create Position" module.
Payee Information
(Information related to the individual for whom the payroll request is made for)

Enter the full name and the CWID of the Payee. If unknown, please enter "TBD". Once a candidate has been selected, you will need to go back to your initial request in the WE Request Portal and update "TBD" to the Candidate's name.
Cost Allocation Dates and Effort  
(period of payment and effort allocation)

Enter the start date of the cost allocation request.

Enter the end date of the cost allocation request.

Enter the % effort related to KFS Account(s) one at a time. The total % effort must be 100%.

Enter the KFS Account Number(s).

Enter the KFS Account Number(s).

Please include all necessary attachments as ONE pdf file. If there is more than one document, please combine all documents into ONE PDF file.

For new positions, please attach the job description which should be shown on the job posting including any specific skills, degrees, or if a position requires US Citizenship.

For graduate student stipend request, please attach the "Graduate Student Assistantship Appointment" form signed and approved by the PI, the Dean AND OSA.
OSP Workday Request Portal
(Notes)

• Email address OSPworkday@stevens.edu is being created for questions and support of the administration and research constituents.

• Each request will be numbered and will be labeled as “Submitted”, “Info Requested”, or “completed”, based on its status by OSP.

• Each requester will be able to see only his/her entries.

• The Job Requisition(RQ) number will be entered by OSP in the Portal, when it becomes available in Workday.