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Cc: [Fleming-McCullagh, Paul](#)
Subject: Supervisory Organization and Academic Unit Updates
Date: Tuesday, September 22, 2020 12:07:48 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Hello –

Thanks to everyone who has worked so diligently in getting their supervisory organizations updated; fall appointments and a number new position IDs pushed our missing supervisory organization assignments up quite a bit and you have made great progress bringing the number back down. I have placed updated Sup Org people assignment files in your ‘Updates to Sup Org’ folders with AIS/HEPPS data as of 9/20. Several of you have only a few yellow highlighted (missing) assignments left, and a few of you have no yellow left at all. (YAY!)

1. If you are in that category with just a few yellow lines left, please take a few minutes to provide the missing codes and also review the supervisory organization assignments for everyone else in blue column for accuracy. The more we fix in this round, the fewer we’ll have to fix in the next round and, ideally, our final files will be just validation and next to no updates left to make before launch.
2. If you have a bunch of yellow left, please take some time to make those assignments and let us know when they are ready to be incorporated into our database. (Use the modern.initiative@wsu.edu email to either send the file or upload the file to the Updates to Sup Org folder on SharePoint and notify us it is ready to process via an email to modern.initiative@wsu.edu). If you would like to review the file layout and specific instructions for the sup org people assignment files they are in the 8/5/2020 communication on the Modernization Website (<https://modernization.wsu.edu/documents/2020/09/august-update-supervisory-organization-work-updated-hepps-data.pdf/>)
3. Anything that you want to have included/updated in attestation reporting the week of

September 28th, will need to be submitted by the end of the day on Friday, September 25th

- a. The next attestation update after that would be due back close of business October 9th for reports the week of October 12th.

Please continue to review and update the academic unit assignments in file in the “Updates to Academic Units” folder. These files have HEPPS data as of 9/2/2020. We have not seen much activity on these files, so please give them a once over in the next couple weeks. Please refer to the 9/3/2020 communication on the Modernization Website for file layout and specific instructions for academic unit assignment validation.

(<https://modernization.wsu.edu/documents/2020/09/september-suporg-updates.pdf/>)

The latest and most up to date supervisory organization structure will be available/visible in the “Dress Rehearsal” tenant in about two weeks. As soon as we get that tenant built and I get the green light for security for the AFO group to view the Supervisory Organizations structure and validate the CR REF Supervisory Organization report data, I’ll send another note out. In the meantime, WSU9 remains available: <https://wd5-impl.workday.com/wday/authgwy/wsu9/login.html>.

1. Updates/changes to Supervisory Organization structure or the codes themselves can be submitted to the Modernization Service Desk <https://jira.esg.wsu.edu/plugins/servlet/desk/portal/69> using either create a new or change an existing Supervisory Organization links. Changes could include:
 - a. Description
 - b. Superior organization that org reports up to (the box above it on the org chart)
 - c. Manager of the sup org or the manager’s position ID changes
 - d. Default cost center, fund, function or region
 - e. Academic Unit that staffing transactions (for faculty) should pass to from the org
2. **Requesting New Orgs or Changes to Existing Sup Orgs have to be completed by Friday, October 30th for Workday Launch.** The structure locks for conversion on November 1st and after that date, we will not be able to add new supervisory organizations or change their details until after we are live on Workday.

As a reminder, if you are making HCM Role to Position Mapping updates for our “Dress Rehearsal” tenant build (happening now), they are due by Wednesday, September 23rd. File are on the SharePoint with the label including “HCM Role to Position Mapping Round 5 due 9-23”

Helpful links:

Link to WSU9 Tenant: <https://wd5-impl.workday.com/wday/authgwy/wsu9/login.html>

Link to SharePoint where the new folders/files are now available:

https://sharepoint.wsu.edu/erp/RoletoPositionMapping/_layouts/15/start.aspx#/

Link to Modernization Service Desk: <https://jira.esg.wsu.edu/plugins/servlet/desk/portal/69>

As always, please let us know at modern.initiative@wsu.edu if you have questions or concerns.

Thank you,
Wendy

Wendy J. Weber

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