Workday Job Catalog

Michelle Hogan, Compensation and Recruitment Manager
and
Elora M. Paik, HR Systems Manager
AGENDA ITEMS

New Workday Job Catalog

Mapping (moving) UNLV positions to a new Workday Job Profile

Letter of Appointments and Casual Labor Job Families
What is a Job Profile?

Unique set of attributes that distinctly describe like positions based on duties, required qualifications and eligible compensation components
What is a Job Class Code?

The job class code identifies and is linked to the Job Profile

Job Class Code 21115J
Job Profile Business Manager
Job Catalog developed by Workday Compensation Committee from subject matter experts from all eight (8) institutions.

Catalog contains over 1,900 Job Profiles.

Increased expansion of job profiles for Academic faculty, LOA and Casual Labor.

Still under development.
Every position must be mapped (moved) to a Workday Job Profile

Executive positions have been mapped

Most of academic faculty positions have been mapped

Thirty to forty percent (30-40%) of Professional Staff positions have been mapped
WORKDAY JOB CATALOG
ASSIST WITH THE FOLLOWING...

- Identify Job Profile for each LOA
  - Hourly or Salaried
  - Primary job function

- Updated Job Class Code Page
  - Includes link to SOC codes to better describe job function
  - [HR JOB CLASS CODE PAGE](#)
ASSIST WITH THE FOLLOWING...

- Excel spreadsheets will be sent to each Business Manager next week.
- Format will be similar to format for collection/verification of CUPA CIP Codes for academic faculty.
NEW LETTER OF APPOINTMENTS

- Please pass this information downstream to any users
- Colleges should begin using new job class codes once communication has been sent
- HR Informational Videos will be updated to include information about new job class codes
QUESTIONS?