



# WORKDAY JOB PROFILES FACT SHEET

## JOB PROFILES, JOB FAMILIES, & JOB FAMILY GROUPS

A Job Profile is a record of information about a job including a summary, description and the job's key characteristics such as exempt status, pay rate type, job classification groups, and compensation grade.

When you create job openings, or fill jobs and positions in a Supervisory Organization, you will select from a collection of job profiles. In order to find a specific job profile you can easily leverage the search functionality in Workday. For more detailed searches you can run reports which will provide you with a range of alternatives: such as the Job Catalog Report R0288.

JOB FAMILY GROUPS	
Academic Personnel	Staff
Affiliate	Contingent Workers
Retiree	Stipend
Student Employees	Union Bargaining Unit

**Note:** Workday organizes all **Job Profiles** into Job Families, a grouping of Job Profiles, and a **Job Family Group**, a grouping of Job Families. We have **eight** Job Family Groups at UW.

The grouping of Job Profiles into Families and Family Groups in Workday will be extremely useful in reporting and building rules to determine compensation, benefits eligibility and bargaining unit eligibility.

## JOB PROFILES – QUICK FACTS

- There are currently 3,225 Job Profiles in the Job Catalog
- Each Job Profile has attributes that inherit to the Position, Requisition, and Worker
- Each Job Profile belongs to at least one Job Family
- Individual profiles such as 'Program Coordinator' may have additional indicators added to distinguish between different categories such as Salaried, Hourly, Non-Exempt etc.
- Job Classifications are additional attributes on Job Profiles. They are required for business and reporting needs. Examples include: U – Undergraduate Employment, E- Professional Staff, etc.

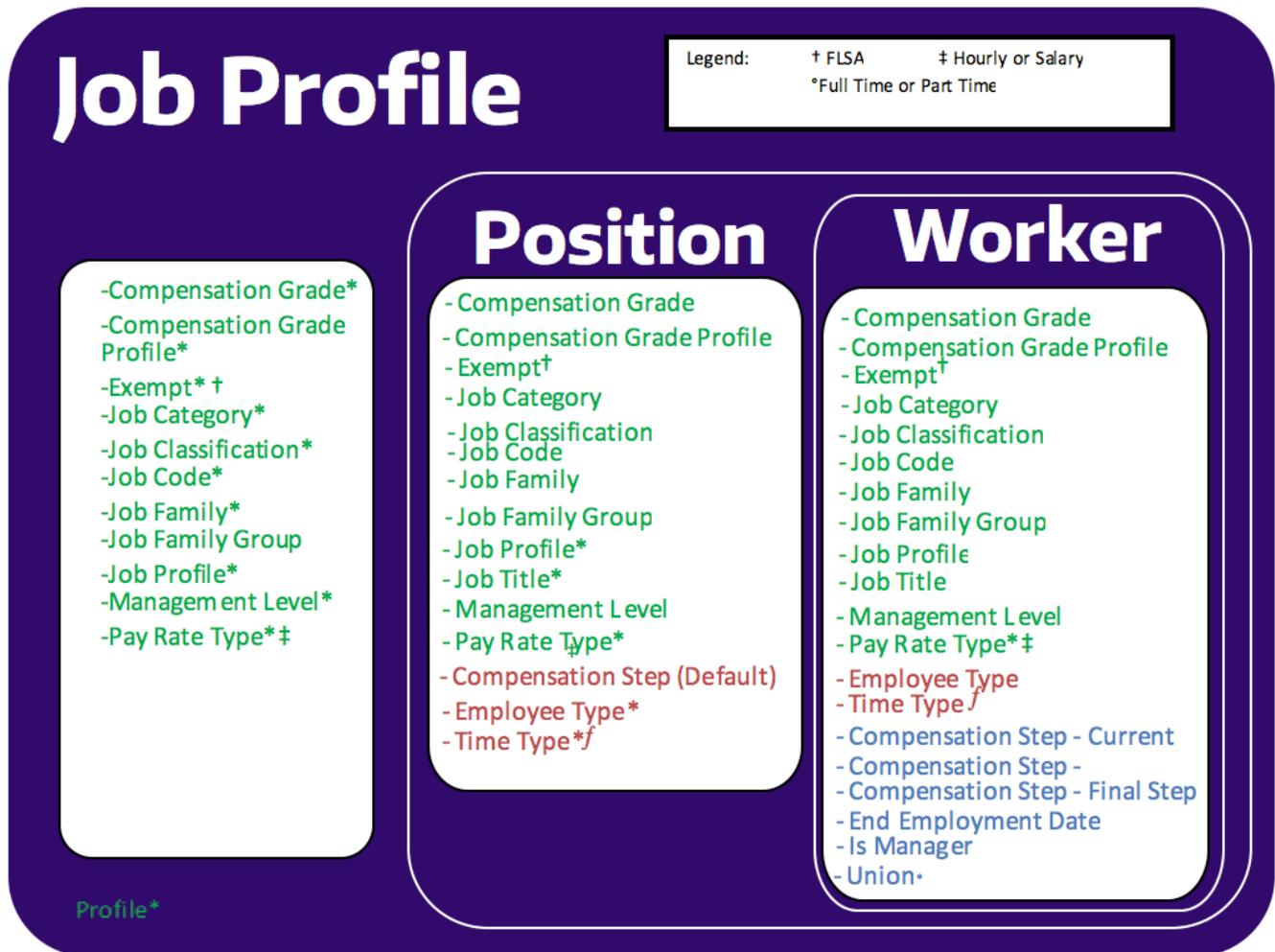


Figure One: Relationship between worker, position, and job profile

## RELATIONSHIP BETWEEN WORKER, POSITION, AND JOB PROFILE

There are certain attributes in each Job Profile that are inherent to the Position, to the Requisition, and to the Worker.

These are outlined in Fig. 1 above.



Code	ECSDesc	Family Groups and or Family
F	ACADEMIC PERSONNEL	Academic Personnel Family Group
G	GRADUATE STUDENT	Student Employee Family Group
U	UNDERGRADUATE STUDENT	Student Employee Family Group
D	HALL HEALTH PHYSICIAN	Other Family
E	PROFESSIONAL STAFF	Professional Staff Family Group
I	ICA CONTRACT	Other Family Group
P	PRINT PLANT EMPLOYEE	Staff Family Group
T	EXEMPT EMPLOYEE	Staff Family Group
B	BARGAINING CONTRACT CLASSIFIED STAFF	Contract Classified Family
C	CLASSIFIED STAFF	Classified Non Union Family
R	RETIREE WITH SUPPLEMENT OR NO EMERITUS TITLE	Retiree Family Group
V	AFFILIATE	Contingent Worker Family Group Academic Appointment for Academic Personnel
S	STIPEND	Stipend Family Group

## HOW JOB CODES HAVE BEEN CONVERTED INTO JOB PROFILES

Historical job codes will no longer be used in Workday. ECS Codes have been captured as a classification and have been mapped into Job Profiles in Workday. Job profiles are created by compensation in a similar way to Job Codes are currently created.

**Note:** The use of the term affiliate at UW, and its relationship to types of workers, will change with the adoption of Workday and will not be carried forward post go-live. Affiliate will now refer to “Contingent Workers,” who will be in Workday if they need system access and therefore, an EID. “Academic Affiliates” will hold academic appointments, but if paid, then they must be assigned a job.

