

### Conditions for Automatic Union/Representation Assignment

The automatic union/representation assignment for an employee is based on rules that are built into Workday. Example: If “this” then “that.” This quick reference guide will explain the overall process of when this assignment is automatic, and what drives the determination.

#### Is the business process one of the following?

- Hire
- Add Job (Rotation / Work Out of Class / 2nd Job)
- Job Change

#### Is the Grade Profile assigned?

- This can be any Grade Profile in the tenent. The grade profile is what determines the union/representation assignment. There must be a grade profile assigned to automate the union/representation assignment.

#### What is the Employee Type?

- All Types (except Temporary) – The union/representation assignment will start (display) on the effective date, with the proposed position for the business process and the union/representation assigned will be the same union as the compensation grade profile.
- Temporary – The union/representation membership will start (display) on the effective date, with the proposed position for the business process and the union will be determined by the following:
  - If the worker has a current ACA Union, and they are moving to a position with a Judicial Position Representation, they will get a XAJQ.
  - If the worker does not have a current ACA Union, and they are moving to a position with a Judicial Position Representation, they will get a XAJ.
  - If the worker has a current ACA Union, and they are moving to a position with a Legislative Position Representation, they will get a XALQ.
  - If the worker does not have a current ACA Union, and they are moving to a position with a Legislature Position Representation, they will get a XAL.
  - If the worker has a current ACA Union, and they are moving to a position with a SEIU Position Representation, they will get a XAOQ.
  - If the worker does not have a current ACA Union, and they are moving to a position with a SEIU Position Representation, they will get a XAO.
  - If the worker has a current ACA Union, and they are moving to a position with any other Position Representation, they will get a XAQ.
  - If the worker does not have a current ACA Union, and they are moving to a position with any other Position Representation, they will get a XA.

### **My worker had a union ended, why?**

What was the business process event that occurred on the worker? If the event was a job change, or an end additional job event - we expect the end date to be populated for the current union assignment - one day before the event effective date.

### **My worker did not get the correct union assigned?**

What is the employee type, business process event, and grade profile you assigned to the worker? If they are a temp, what is the position representation of the position?