Yale *Office of Faculty Administrative Services (OFAS)*

Procedure for paying faculty without active appointments

Many non-ladder faculty are hired to perform other duties when they are in between appointments. During the academic year, these faculty must hold the job profile of Academic Services Provider, while during the summer, they must hold the job profile of Teacher Summer Programs. Below are instructions for creating the job requisitions for the two different types of positions.

1. **Academic Services Provider – use during the months of September through May**

**In the Workday search bar, enter “Create Job Requisition”.**

* 1. Supervisory Organization – Enter the correct supervisory organization for this position.
  2. Select *Create New Position*
  3. Worker Type = Employee

**Recruiting Information**

* 1. Number of Openings = 1
  2. Reason = Create Job Requisition -> Other Academic Position Request -> Temporary Other Academic Provider
  3. Recruiting Start Date = Today’s date or earlier – NEVER later.
  4. Target Hire Date = Enter the first day of the month when you will begin paying.

**Job**

* 1. Job Posting Title = Academic Services Provider
  2. Job Profile = Academic Services Provider
  3. Worker Sub-Type = Other Academic
  4. Time Type = Part time
  5. Primary location = Enter the department location
  6. Scheduled Weekly Hours = Enter a number less than 20

**Qualifications – Skip this section**.

* 1. The final page is the **summary page**, review your entry then click **Submit**.

**Transition or Hire**

If the faculty member is currently active in Workday, you will use the Change Job business process to move him or her into this position. If the faculty member is terminated, you will use the Hire Employee business process to hire him or her into this position.

**Paying Academic Services Providers**

Prepare the [*Charging Instructions for Faculty Compensation*](http://facultyadmin.yale.edu/charging-instructions-faculty-compensation) form and submit it along with supporting documentation to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu).

Enter the payment into Workday as Extra Compensation or On-going Extra Compensation.

1. **Teacher Summer Programs – Use during the months of June through August**

**In the Workday search bar, enter “Create Job Requisition”.**

* 1. Supervisory Organization – Enter the correct supervisory organization for this position.
  2. Select *Create New Position*
  3. Worker Type = Employee

**Recruiting Information**

* 1. Number of Openings = 1
  2. Reason = Create Job Requisition -> Other Academic Position Request -> New Summer Teacher
  3. Recruiting Start Date = Today’s date or earlier – NEVER later.
  4. Target Hire Date = Enter the first day of the month when you will begin paying.

**Job**

* 1. Job Posting Title = Teacher Summer Programs
  2. Job Profile = Teacher Summer Programs
  3. Worker Sub-Type = Associate
  4. Time Type = Part time
  5. Primary location = Enter the department location
  6. Scheduled Weekly Hours = Enter a number less than 20

**Qualifications – Skip this section**.

The final page is the **summary page**, review your entry then click Submit.

If the faculty member is currently active in Workday, you will use the Change Job business process to move him or her into this position.

If the faculty member is terminated, you will use the Hire Employee business process to hire him or her into this position.

**Transition or Hire**

If the faculty member is currently active in Workday, you will use the Change Job business process to move him or her into this position. If the faculty member is terminated, you will use the Hire Employee business process to hire him or her into this position.

**Paying Teacher Summer Programs**

The job profile of Teacher Summer Programs is paid using the *Manage Period Activity Pay* function.

**Step 1:**

* **Prepare a Summer Compensation form available on the PPDEV website** <http://policy.yale.edu/topics/faculty-forms>. Submit this form along with supporting documentation to provostforms@yale.edu.

**Step 2: In Workday, add Period Activity Pay**

* Open the faculty member’s record in Workday.
* Click on the “related actions” button, hover over Compensation, and select “Manage period activity pay assignments”.
* On the “Manage Period Activity Pay Assignments” page, select the “Position”. This should be the Teacher Summer Programs position.
* Academic Period: Select “Summer Compensation (MONTH 2016)”
* Period Activity Rate Matrix: Select “Yale Period Activity Pay”
* All Activities: select the category that is most applicable to the transaction.
  + If any part of the payment is charged to an NIH grant, select **NIH**.
  + If any part of the payment is charged to a grant other than NIH, select **Other Sponsored Awards.**
  + **Summer Session** is only for Summer Programs payments that are processed by the Summer Session Office.
  + **OIA** is only for payments from the Office of International Affairs
  + All other payments can go under **Summer Compensation.**
* Start and End Date should be the first and last day of the Payroll cycle: e.g. 08/01/15 to 08/31/15
* Reason: Select the only option available, **Period Activity>New Assignment>Summer Compensation Assignment**
* Check the activity and date information you entered on the previous screen are correct.
* In the **Compensation Section**, enter the total amount of the Summer Compensation payment in the **Total Amount** field. This should match the amount to be paid on the Summer Comp form.
* When complete, select the **Submit** button.