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 between appointments. The job profile for these faculty must be changed as follows:

Work period	Job Profile
Any time between September and May	Academic Services Provider (ASP)
During the summer months of Jun, July, and/or August	Teacher Summer Programs (TSP).

NOTE: Please be sure to send the supporting documentation to faculty.admin@yale.edu following the Administrative Processes online at [Administrative Processes | Faculty Administrative Services (yale.edu)](https://yale.edu).

Instructions for changing the Job Profile

From the Workday Home Page:

1. Click in the Search bar, type the name of the faculty member and hit Enter.

2. Click the **Actions** button under the business title, hover over **Job Change** and select **Transfer, Promote or Change Job.**

    Note: If presented with multiple options, select the primary position.

3. **When do you want this change to take effect?** – Enter the first day of the ASP assignment.

4. **Why are you making this change?** – Select **Data Change > Change Appointment Details**.

5. Click **Start**.

6. On the **Job** tab, click in the **Job Profile** section to activate the fields.

    Note: Do not delete or create a new Position. The label for this position will update automatically upon final approval of this change.

7. Click the "X" to remove the current Job Profile.   Search for **Academic Services Provider** or **Teacher Summer Programs**, depending on the type of work and time of year as described above.

8. Click the checkmark in the upper-right corner to commit the changes. Click **Next**.

9. Skip the **Location** tab.

10. On the **Details** tab, click in the **Administrative** section to activate the fields.

11. For **Employee Type**, click the "X" to remove **Faculty**. Search for **Other Academic**.

12. Click the checkmark in the upper-right corner to commit the changes. Click **Next**.

13. On the **Organizations** tab, click in the **Employee Type** section to activate the field.

14. For **Employee Type**, click the "X" to remove **Faculty**. Click on the menu prompt and select **Other Academic**.

15. Click the check in the upper-right corner to commit the changes. Click **Next**.

16. Open **Compensation** to verify that the individual does not have a compensation plan from a prior position. If there appears to be a compensation plan, you will need to delete it by clicking on the "X" in the upper-right corner of the Salary box.

17. On the **Summary** tab, review the changes.

18. In the **Comments** box, provide 1-2 sentences explaining the reason for this change. Include the Salesforce case number that was received upon submitting the supporting documentation to faculty.admin@yale.edu.

Paying Academic Services Providers

Prepare the *Faculty Compensation Approval Form* and submit it along with the supporting documentation to faculty.admin@yale.edu.

Enter the payment in Workday as Extra Compensation using the **Request One-Time Payment** business process. For assistance with this process, refer to the Workday training guide, *Manage Compensation (Academic)*.

Paying Teacher Summer Programs

The Teacher Summer Programs position must be paid with summer compensation. Summer compensation is paid using the Manage Period Activity Pay function in Workday. To enter payments for Teacher Summer Programs, refer to the Workday training guide, *Paying Summer Compensation in Workday*.