

Welcome to Helpful Hump Day!

- ❖ Open forum for asking questions related to administering faculty appointments, compensation, and other events
- ❖ First 15-20 minutes may be dedicated to a specific topic
- ❖ Bi-weekly on Wednesdays
 - ❖ Alternating times
 - ❖ 9:00-10:00 AM
 - ❖ 3:00-4:00 PM

Today's opening topic:

April 14, 9AM – Part-time faculty – juggling appointments and compensation

Next session:

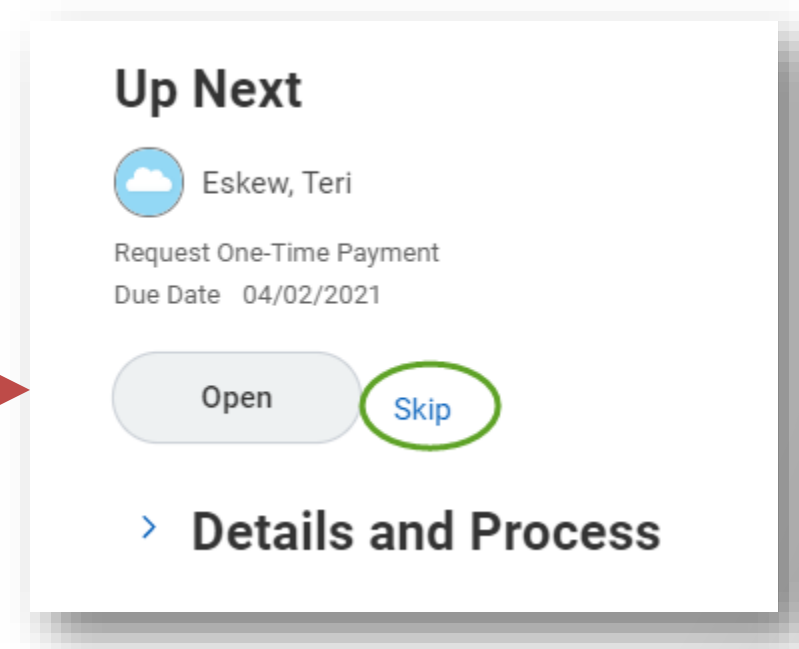
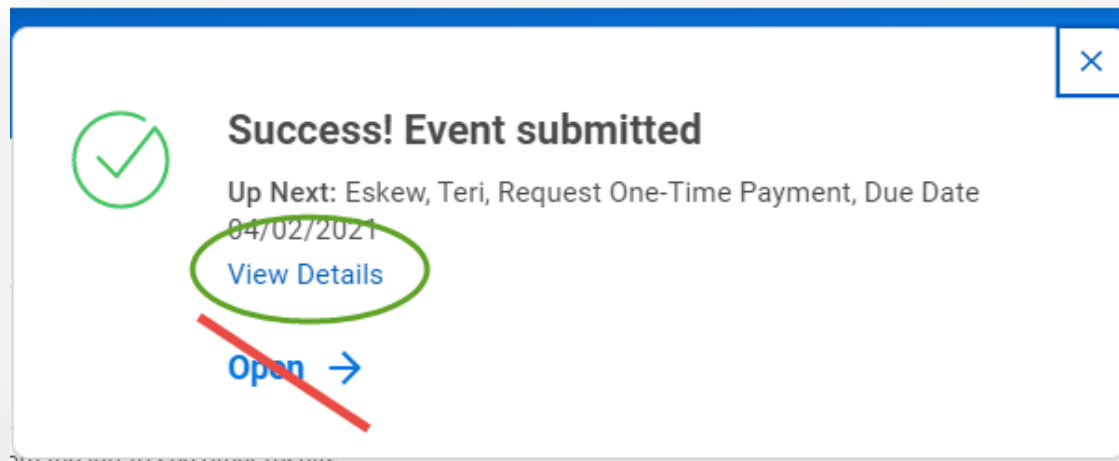
April 28, 3PM – Worker history in Workday



Updates

Changes to business processes in Workday may cause challenges with the need to Skip one-time payments in Workday

- Refer to memo from Anna Maria Hummerstone sent on April 6, 2021



Reminder

All Overpayment Recovery Forms and Payroll Adjustment Forms (on-demand payment requests) need to come to faculty.admin@yale.edu

- OFAS insures that the record in Workday has been correctly adjusted
- OFAS insures that duplicate payments are not issued
- OFAS coordinates repayment schedules with Payroll



Part-time faculty – juggling appointments and compensation

Example scenario:

Faculty member gets appointed to teach one course in more than one department

- One department should remain the home (Supervisory Org or SO) and the Primary appointment
- All other units need to add Secondary appointments
- All other units need to complete and submit the necessary documentation to both OFAS and the Primary unit
- If different term, the Primary unit remains primary if plans to reappoint
- If compensation, Primary unit needs to submit a Job Change to increase the FTE, if needed, and adjust compensation as needed, and possibly the Annual Work Period (AWP) and Disbursement Plan Period (DPP)

Part-time faculty – juggling appointments and compensation

Example scenarios:

Faculty member gets appointed to teach for one term each year and needs to be paid during the off term for non-teaching assignment

- If ongoing work, you may need to hire them into a non-academic position
- If one-time and the Provost's Office approves, you may need to convert them to Academic Services Providers
 - Simple Job Change to change the Job Profile and Employee Type, then enter one-time payment.
 - Instructions are online <https://facultyadmin.yale.edu/academic-services-provider-and-teacher-summer-programs>
 - You will need to convert them back to their faculty job profile

Part-time faculty – juggling appointments and compensation

Example scenario:

Faculty member gets hired to perform non-teaching *hourly* work during their teaching appointment

- The Paying Unit will need to estimate the number of hours and pay that will be provided monthly
 - The unit will also need to track the actual hours and make adjustments toward the end of the assignment
- The Paying Unit will need to complete and submit the necessary documentation to both OFAS and the Primary unit
- Primary unit needs to submit a Job Change to increase the FTE and adjust compensation as needed
 - Primary unit may also need to remove this additional assignment if it ends prior to the appointment end date
- If the non-teaching work extends beyond the appointment end date, the individual may need to be transferred to Paying Unit

Part-time faculty – juggling appointments and compensation

Example scenario from *Chat*:

Visiting Professor teaches only one term a year. His term ends this May and starts again January 1st. What is the best way to reappointment him [in Workday] for the same salary?

- If he needs to be reappointed and the appointment is active (and it should be), Update the current appointment with the new term dates.
- If same term, i.e. no change to AWP and DPP, and same FTE as previous year, you just need to submit a Request Compensation Change to re-add the compensation.
 - Step 1: Update for the appointment and select reason Reappointment with Comp change. This will launch the To Do for the comp change.
 - Step 2: On the comp change select “Salary Correction” as the reason.
- If different term, i.e. need to change AWP and DPP, or different FTE, on the Update for the appointment, select reason Reappointment with Job Change.
 - This will launch the To Do for the job change which will also includes a step for updating compensation

Part-time faculty – juggling appointments and compensation

Question from *Chat*:

Secondary Appointment in FAS, multiple year, faculty member is not Primary FAS. Do we need Faculty Vote Form, which addresses FASTAP16 etc.? How do we work around this?

- [Secondary Appointments | Faculty of Arts and Sciences \(yale.edu\)](#)
- Submit all paperwork to fas.dean@yale.edu and OFAS
- Secondary appointments can only be a max of 5 years and never later than the Primary appointment end date
- On the vote form, select “Secondary”; FASTAP16 does not apply to non-FAS faculty

Non-FAS secondary appointments – just need to submit the Secondary Appointment Form to OFAS

Helpful Hump Day!

*Have ideas for topics??
Please let us know.*

*Send them to
faculty.admin@yale.edu*

Thanks!!

