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, and during the summer, they must hold the job profile of Teacher Summer Programs. Below are instructions for submitting changes for the two different types of positions.

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

In the Workday search bar, enter the name of the faculty member and open his or her record.

1. Click on the Related Actions button to the right of the name, hover over Job Change and select Transfer, Promote or Change Job.

2. If presented with the option of selecting a Job, select the primary position (NOTE: If the faculty member has a summer comp position in your org, you may not need to do this job change. If this is the case, verify the action with Faculty Admin Services.).

Start

3. Enter the effective date of the change. This should be the first day of the month when you need to pay the faculty member.

4. Why are you making this change? Enter Change Employee Type.

5. Click Start.

Job

6. Click on the Job Profile field and remove the current position by clicking the “X”. Type “Academic Services Provider” in the box then click Enter.

7. Click Next.

Location

8. No changes needed. Click Next to move on.

Details

9. Click on the Employee Type field and remove the current type by clicking the “X”. Type “Other Academic” in the box then click Enter.

10. Click Next.

Organizations

11. Click on the Employee Type field and remove the current type by clicking the “X”. Type “Other Academic” in the box then click Enter. (I know, this may seem repetitive but it has a different purpose than the other.)

12. Click Next.

Compensation

1. You can leave the Academic Salary as it is.

2. Click Next.

Final summary window
1. Review your changes and click Submit.

**Paying Academic Services Providers**

Prepare the [Charging Instructions for Faculty Compensation](mailto:faculty.admin@yale.edu) form and submit it along with supporting documentation to faculty.admin@yale.edu.

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

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

In the Workday search bar, enter the name of the faculty member and open his or her record.

- Click on the Related Actions button to the right of the name, hover over Job Change and select Transfer, Promote or Change Job.
- If presented with the option of selecting a Job, select the primary position (NOTE: If the faculty member has a summer comp position in your org, you may not need to do this job change. If this is the case, verify the action with Faculty Admin Services.).

**Start**

- Enter the effective date of the change. This should be the first day of the month when you need to pay the faculty member.
- *Why are you making this change?* Enter Change Employee Type.
- Click Start.

**Job**

- Click on the Job Profile field and remove the current position by clicking the “X”. Type “Teacher Summer Programs” in the box then click Enter.
- Click Next.

**Location**

- No changes needed. Click Next to move on.

**Details**

- Click on the Employee Type field and remove the current type by clicking the “X”. Type “Associate” in the box then click Enter.
- Click Next.

**Organizations**

- Click on the Employee Type field and remove the current type by clicking the “X”. Type “Associate” in the box then click Enter. (I know, this may seem repetitive but it has a different purpose than the other.)
- Click Next.

**Compensation**

- You can leave the Academic Salary as it is.
- Click Next.

**Final summary window**
• Review your changes and click Submit.

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.
  o If any part of the payment is charged to an NIH grant, select NIH.
  o If any part of the payment is charged to a grant other than NIH, select Other Sponsored Awards.
  o Summer Session is only for Summer Programs payments that are processed by the Summer Session Office.
  o OIA is only for payments from the Office of International Affairs
  o 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.