

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.

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

If the faculty member is still active, you only need to do a Job Change in Workday to change the Job Profile to Academic Services Provider.

However, if the faculty member is not active, i.e. he or she has not yet been hired or has been terminated, follow the instructions below.

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

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

Job

8. Job Posting Title = Academic Services Provider
9. Job Profile = Academic Services Provider
10. Worker Sub-Type = Other Academic
11. Time Type = Part time
12. Primary location = Enter the department location
13. Scheduled Weekly Hours = Enter a number less than 20

Qualifications – Skip this section.

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

Use the Hire Employee business process to hire the faculty member into this position.

Paying Academic Services Providers

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

Enter the payment into Workday as Extra Compensation using the Request One-Time Payment business process.

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

If the faculty member is still active, you need to add a Teacher Summer Programs job following the instructions online at <http://facultyadmin.yale.edu/summer-compensation-instructions>.

However, if the faculty member is not active, i.e. he or she has not yet been hired or has been terminated, follow the instructions below.

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

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

Job

8. Job Posting Title = Teacher Summer Programs
9. Job Profile = Teacher Summer Programs
10. Worker Sub-Type = Other Academic
11. Time Type = Part time
12. Primary location = Enter the department location
13. 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.

Use the Hire Employee business process to hire him or her into this position.

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 instructions online at <http://facultyadmin.yale.edu/summer-compensation-instructions>.