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 to either Academic Services Provider (ASP) or, for teaching related activities during the summer months of Jun, July, and/or August, Teacher Summer Programs (TSP). NOTE: Prior to making these arrangements with the faculty member, you must seek approval from the Provost’s Office and a validation as to which payment process to use. You may do so by sending email to provostforms@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.

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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.