Office of Faculty Administrative Services (OFAS)

Information Session

October 18, 2019
Copies of presentations

These presentations will be sent via email following the session.

They will also be posted on the [OFAS website](http://example.com):

- Administrative Processes menu > Resources

![Image of OFAS website](image-url)

Administrative Processes

Updates to Hiring Guide

Workday review
  • AWP and DPP

Octobertest – postponed until next month
Administrative Processes
Administrative Processes

**Deadlines: October–May**

- FAS – 9th of every month
- Professional schools – 15th of every month
- To allow time to
  - Check supporting documents
  - Obtain approvals from the Offices of the FAS Dean and the Provost
  - Check entry in Workday

Transactions in **Workday** that are **more than 1 month old** and missing supporting documents may be sent back.
OFAS Administrative Procedures Model

For additional information, refer to the Administrative Processes page on the OFAS website.

External Processes – Obtaining approval, Search, Promotion Review, Hire, Send offer letter, etc.

Documentation – Charging Instructions (if compensation), Signed Offer Letter, recommendation letters, CV, etc.

Submit all documentation to faculty.admin@yale.edu and receive ticket number for tracking.

Submit transaction in Workday. Note: Include case number in comments.
Merge all documents into a single PDF.

Use instructions online on AdminPro page and on the reverse side of the AdminPro handout.
Updates to Hiring Guide
Workday @ Yale Training - https://workday.training.yale.edu/
CAUTIONARY ADVICE – READ CAREFULLY

- Pre-Hire: If you think you created a pre-hire, do not create another. If you cannot find the pre-hire in the Existing Pre-hire search, reach out to the appropriate contact in the footer.
- Supervisory Org: Be sure to select the correct supervisory org when creating the job req. This cannot be corrected during the hire process.
- Recruiting Start Date: Do not enter a future date. Otherwise, the req will not be available for use until that date.
- Address: You must enter an address in the US and it must be coded as the Home address.
- Compensation: If the faculty member is part time (FTE < 50%), the Prorated Amount must match the amount to be paid. The Annual needs to be the full-time amount.
- One-time payment: Click Skip if you’re not sure. Otherwise, you may get stuck in this stage.
Workday Review: Disbursement Plan Period (DPP)
Annual Work Period (AWP) and Disbursement Plan Period (DPP)

- AWP represents the work period during which the faculty member is working.
- DPP is the period over which the compensation is being distributed.

Clip from Job Details window in Workday

<table>
<thead>
<tr>
<th>FTE</th>
<th>33.30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Linsly-Chittenden</td>
</tr>
<tr>
<td>Annual Work Period</td>
<td>6 Month AWP 9m - January (January 1 - June 30)</td>
</tr>
<tr>
<td>Work Period Percent of Year</td>
<td>66.67%</td>
</tr>
<tr>
<td>Blended FTE</td>
<td>22.20%</td>
</tr>
<tr>
<td>Disbursement Plan Period</td>
<td>6 Month DP - January (January 1 - June 30)</td>
</tr>
</tbody>
</table>
Disbursement Plan Period (DPP)

- DPP can only be as short as the AWP; never shorter.
  - Example
    - AWP = 9 months Sept-May 9M
    - DPP can be for 9, 10, 11, or 12 months; not shorter
Disbursement Plan Period (DPP)

- DPP is only enforced on the compensation plan “Academic Salary”
- Academic Salary is the plan used for paying all faculty and postdoc/postgrad associates.
- It does not control distribution of Allowance Plans, or any other compensation plans.
Have a wonderful weekend!