

**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](#):

- Administrative Processes menu > Resources

The screenshot shows the 'Faculty Administrative Services' website. The main navigation bar includes links for HOME, SEARCHES & APPOINTMENTS, ACADEMIC CAREER EVENTS, ADMINISTRATIVE PROCESSES, CALENDAR, and CONTACT US. The 'ADMINISTRATIVE PROCESSES' menu is expanded, showing sub-links for Administrative Processes, Checklists, Forms, and Templates, Managing Compensation, Related Systems, and Resources. A red arrow points to the 'Resources' link, which has opened a sub-menu containing 'Monthly Information Session Presentations' and 'Related websites and contacts'. The main content area displays the title 'Monthly Information Session Presentations' and a breadcrumb trail: HOME > ADMINISTRATIVE PROCESSES > RESOURCES > MONTHLY INFORMATION. Below the title are buttons for 'View', 'Edit', and 'Manage display'. At the bottom, it indicates 'Academic year 2017-18'.

Interfolio Update

(<https://facultyadmin.yale.edu/interfolio-slides-october-2019>)

Administrative Processes

Updates to Hiring Guide

Workday review

- **AWP and DPP**
-

Octobertest – postponed until next month

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.

Submit all

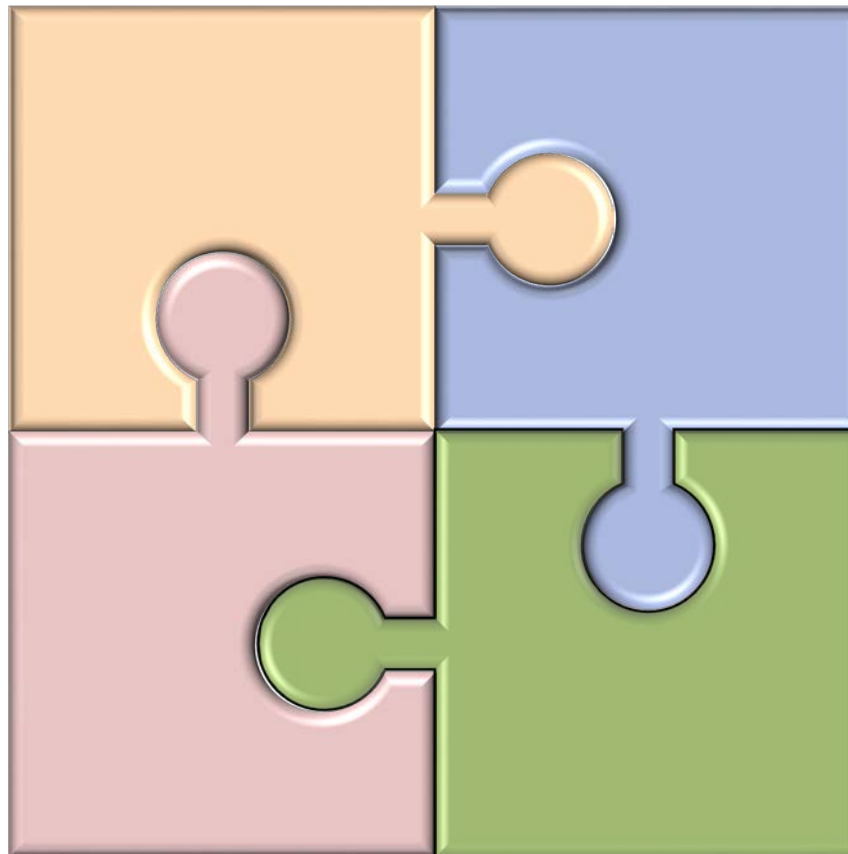
documentation to

[faculty.admin@](mailto:faculty.admin@yale.edu)

yale.edu and

receive ticket

number for tracking.



Documentation –

Charging

Instructions (if compensation),

Signed Offer Letter, recommendation letters, CV, etc.

Submit transaction in **Workday**.

Note: Include case number in comments.

Merge all documents into a single PDF.

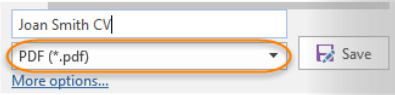
Use instructions online on AdminPro page and on the reverse side of the AdminPro handout.

Yale Office of Faculty Administrative Services

PDF 101

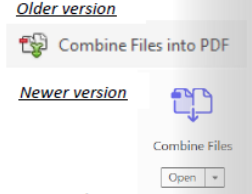
Save/Export as a PDF File

1. For documents in Microsoft Office, click **File**.
2. Select **Save As**.
3. Under the text box where you can input the file name, click the drop-down arrow on the "Save as type:" field.
4. Select **PDF (*.pdf)** format from the drop-down menu to save your document as a PDF.



Combine Multiple Documents into one PDF

1. For optimal success, convert any non-PDF documents to PDF using the instructions above.
2. Open Adobe Acrobat.
3. Select **Tools** from the tool bar.
4. Select **Combine Files**.
5. Add the documents that you want to combine from the appropriate locations on your computer.
6. Click **Combine**. This option will be at the top right for newer versions of Adobe and bottom right for older versions.
7. Save the document as a new PDF with the appropriate file name



Save a PDF with Multiple Signatures

Sometimes PDFs have hidden permissions, and do not save documents with multiple electronic signatures. Here is a suggested workaround if you receive an error message during the merger.

1. Click **File**, then select **Print**.
2. In the Printer drop-down menu, select **Adobe PDF** or **Microsoft Print to PDF**, whichever your software allows.
3. Click **Print**. Make sure to save each individual document first, and then merge the documents.

Updates to Hiring Guide

Workday @ Yale Training - <https://workday.training.yale.edu/>

117 276

Rodrigues, Diane
View Profile

- Home
- My Account >
- Favorites
- My Reports
- Documentation
- Help**

[Sign Out](#)



Yale University Q SEARCH THIS SITE

Workday@Yale Training

[Home](#) [Training](#) [Support](#) [News](#) [Reporting Updates](#) [Login to Workday](#)

Workday Fundamentals

Self-Service

People Administration (HCM)

Financials

Reporting

Mobile

All Training Resources

Roles and Recommended Training Materials

Welcome

Workday is Yale's integrated solution for managing its human resources, payroll, and finance operations.

To learn how to navigate this system, from managing your own profile to running reports, explore our training videos, guides, and other support documents.

For information about planned Workday maintenance, outages, or system failures, [visit the ITS System Status Page](#).

Our Workday Training website has recently been updated. To [learn more about the redesigned site](#), [watch this short video](#).

Featured Trainings

[Workday Training Site Overview](#)
Last Updated: February 1, 2019

[How to use Workday's Drill Capabilities in Reporting](#)
Last Updated: January 5, 2019

[Talent Management](#)
Last Updated: January 10, 2019

[Using Prompts in Workday](#)
Last Updated: April 2, 2019

[View Award Event](#)
Last Updated: January 1, 2019

Hire Faculty Process

CAUTIONARY ADVICE – READ CAREFULLY

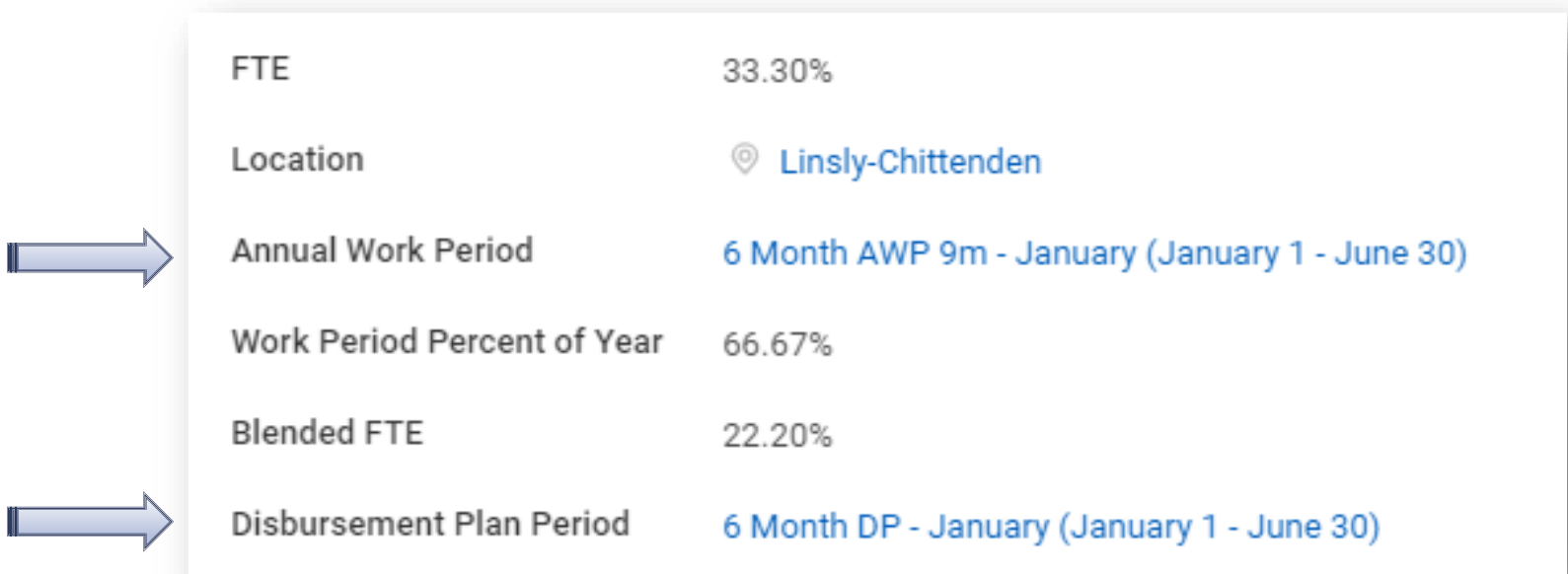
- Pre-Hire: If you think you created a pre-hire, do not create another. If you cannot find the pre-hire in the Existing Pre-hire search, reach out to the appropriate contact in the footer.
- Supervisory Org: Be sure to select the correct supervisory org when creating the job req. This cannot be corrected 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




FTE	33.30%
Location	 Linsly-Chittenden
Annual Work Period	6 Month AWP 9m - January (January 1 - June 30)
Work Period Percent of Year	66.67%
Blended FTE	22.20%
Disbursement Plan Period	6 Month DP - January (January 1 - June 30)

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

A screenshot of a dropdown menu for selecting a Disbursement Plan Period (DPP). The menu is a white box with a blue border and a blue shadow. It contains eight radio button options, each with a text label. At the bottom of the menu, there is a search bar with the word "search" and a blue hamburger menu icon.

- 10 Month DP - Aug (August 1 - May 31)
- 10 Month DP - Sept (September 1 - June 30)
- 10 Month Staff DP - August (August 1 - May 31)
- 11 Month DP - August (August 1 - June 30)
- 12 Month DP - July (July 1 - June 30)
- 9 Month DP 9m - September (September 1 - May 31)
- 9 Month DP - September (September 1 - May 31)

search 

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.

Plan Assignments 3 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
07/01/2019	Salary	Academic Salary	70,400.00 USD Annual (Prorated: 44,000.00)		
07/01/2019	Allowance	Ongoing Extra Services	516.67 USD Monthly: Individual Target	12/31/2019	12/31/2019
06/30/2019	Merit	Faculty Annual Salary Review (School of Architecture)	3.00% Annual		

