

**Office of Faculty Administrative
Services (OFAS)**

Monthly Information Session

February 12, 2016

- **Extra Compensation for Faculty (Abby Scott)**
- **Housekeeping**
- **Updated Charging Form**
- **Review of basic business process**
- **Updates to OFAS website**

Non-Med School Faculty Extra Compensation

Extra compensation for extra work always
requires Provostial pre-approval

Salary supplements committed in an offer letter
or retention agreement do not

Is the payment extra pay for extra work or a salary supplement?

Extra Compensation

- Seek Provostial pre-approval using the new pre-approval form before the faculty member is approached.
- When time to pay,
 - Enter into Workday
 - Do not use the old extra comp form for payment processing.
 - Do use the OFAS charging instruction form and attach back-up, i.e., engagement document outlining terms, dates, rate of pay **as well as the completed pre-approval form**.

Salary Supplement

- Enter into Workday
- Complete the OFAS charging instruction form, attach appropriate back-up (e.g., copy of offer letter) and submit to faculty.admin@yale.edu

Faculty Pre-Approval Form


ROLES

Requester

- Requests approval before work is done
- Provides specifics about the activity/effort, dates, payment
- Obtains FRMS/OSP approval if grant-funded

Business administrator of paying department

- Confirms funding available
- Confirms faculty member will have active appointment at the proposed time of the work. *Extra comp cannot be paid if not.*



Request for Provostial Pre-Approval for Faculty Extra Compensation
 3501. FR. 08F
Last modified 06-JAN-2016

Request made by: _____ Phone No. _____
Last name, First name Title

Date of Request: _____
School/Dept

Faculty Name: _____ Employee #: _____
Last name, First name

Faculty Rank: _____
School/Dept

Current and Active Workday Position: _____
P number and description

Workday Supervisory Org: _____

I. Special Handling for Grant Payments

Will this be charged to a grant? YES NO

If yes, the services and scope of work for which compensation is being sought must be clearly detailed in the sponsored project proposal. Please obtain sign-off from the Office of Sponsored Projects (OSP) or Faculty Research Management Services (FRMS) before submitting to the Office of the Provost.

Grant Award Number and Name: _____

OSP or FRMS Authorizer Name and Title: _____

I certify that I am familiar with the requirements of this grant, that I have reviewed this extra compensation request and that this payment is clearly accounted in this sponsored project's proposal.

Authorizer Signature and Date: _____

II. Exception Request for Extra Compensation

Payment Amount Requested: \$ _____ Start Date: _____ End Date: _____

Description of Duties (scope of work, deliverables):

Funding Source: _____

I approve the funding of this request and confirm that the above information is correct.

Business Administrator: _____
Name Signature/Date

School/Department

Please submit this form to provostforms@yale.edu in the Office of the Provost

III. Office of the Provost Approval

Signature: _____ Date: _____

- Deadlines to submit transactions for processing, *this includes submission of supporting documents*
 - FAS – 9th of every month
 - Professional schools – 15th of every month
- All compensation transactions require the Charging Instructions form
 - The form and charts are on OFAS website at <http://facultyadmin.yale.edu/admin-processes>
- Transactions in Workday that are more than 1 month old and missing supporting documents will be sent back.
- Workday training will begin again in March. An email announcement will be sent with the various options.



- Before starting any transaction, aim to have a complete understanding of the faculty member's relationship with Yale.



- Complete the latest version of the Charging Instructions form in its entirety.
 - Incomplete forms may lead to a delay in processing.
 - Validate the PTAE0.
- If the faculty member is not in your supervisory organization, you will need to send the documents to the supervisory org for processing.
 - Follow up with that org to be sure that the documents have been processed.



- Submit all supporting documents to faculty.admin@yale.edu as a complete packet.
- Use the following format for the subject line of your email message:
 - **Faculty Member Last Name, First Name, Transaction Type, Effective Date (mm/dd/yy)**
 - Example: **Smith, John, Reappointment, 7/1/16**
- This format will help OFAS staff track and locate each transaction.
- If submitting for multiple faculty in a single transaction, list the names of the faculty in the body of the email.

View of Salesforce

Before formatting:

Faculty Administrative Services [Clone](#) | [Create New View](#)

[New Case](#) [Change Owner](#) [Close as Spam](#)

<input type="checkbox"/>	Action	Case Number	Status	Case Ori...	Contact Name ↑	Subject	Owner Name	Priority	Date/Time Opened
<input type="checkbox"/>	Edit	00539213	Work in P...	Email	Jones, Mary	FW: Smart, Juan	Plano, Rose	Level 3	1/14/2016 11:49 AM
<input type="checkbox"/>	Edit	00539315	Pending ...	Email	Smith, Barbara	Verify Workday Appointment for Several Faculty	Plano, Rose	Level 3	1/14/2016 2:06 PM
<input type="checkbox"/>	Edit	00541544	New	Email	Roads, Diane	Psychoceramics raise - January Mid Term ...	Plano, Rose	Level 3	1/22/2016 9:48 AM
<input type="checkbox"/>	Edit	00543242	New	Email	Read, Lucy	FW: faculty January payroll issues	Isler, Sherice	Level 3	1/27/2016 12:26 PM
<input type="checkbox"/>	Edit	00542488	New	Email	Manley, Sharon	appointment for Workday entry/Provost review	Faculty Administrat...	Level 3	1/25/2016 4:16 PM
<input type="checkbox"/>	Edit	00543394	New	Email	Burger, Robert	RE: Need approval for salary increase	Faculty Administrat...	Level 3	1/27/2016 3:32 PM

After formatting:

Faculty Administrative Services [Clone](#) | [Create New View](#)

[New Case](#) [Change Owner](#) [Close as Spam](#)

<input type="checkbox"/>	Action	Case Number	Status	Case Ori...	Contact Name ↑	Subject	Owner Name	Priority	Date/Time Opened
<input type="checkbox"/>	Edit	00539213	Work in P...	Email	Jones, Mary	Smart, Juan; New Hire: 1/1/16	Plano, Rose	Level 3	1/14/2016 11:49 AM
<input type="checkbox"/>	Edit	00539315	Pending ...	Email	Smith, Barbara	Lane, Karen; Reappointment: 7/1/16	Plano, Rose	Level 3	1/14/2016 2:06 PM
<input type="checkbox"/>	Edit	00541544	New	Email	Roads, Diane	Fox, Nathan; Extra Comp: 7/1/16	Plano, Rose	Level 3	1/22/2016 9:48 AM
<input type="checkbox"/>	Edit	00543242	New	Email	Read, Lucy	Question: Jack Spear, need to change leave.	Isler, Sherice	Level 3	1/27/2016 12:26 PM
<input type="checkbox"/>	Edit	00542488	New	Email	Manley, Sharon	Question: Janice Davis, overpayment	Faculty Administrat...	Level 3	1/25/2016 4:16 PM
<input type="checkbox"/>	Edit	00543394	New	Email	Burger, Robert	Shroeder, Guy; Secondary Appt: 1/1/16	Faculty Administrat...	Level 3	1/27/2016 3:32 PM

- Finally, and only after all documents are send to faculty.admin@yale.edu, enter the transaction into Workday.
 - Refer to the Administrative Processes page for tips on which process to use.

**Forms replaced by a Workday business process. Refer to the section below for a link to the guide.*

***Faculty Appointment Form (3501 FR.56)**

Uses and corresponding Workday guide for the new process:

- (1) Recording a promotion for a faculty member. **Change Job: In Track Promotion (Academic)**
- (2) Re-appointing a faculty member to a primary, fully joint, or secondary appointment. **Academic: Managing Appointments**
- (3) Providing a faculty member with an initial secondary appointment. **Academic: Managing Appointments**

[Back to list](#)

***Faculty Data Change Form (3501 FR.08G)**

Uses: This form was used for making changes to appointment or compensation information that was previously submitted on another form. In Workday, you may often use the "Correct" option to make a change to a previously approved business process.

FAS documents are being moved to the FAS Dean's Office website at <http://fas.yale.edu/>

Helpful charts and checklists will be added to provide guidance with Workday.

Yale University

Faculty Administrative Services

Office of the Provost | Classes V2 | Faculty Handbook

Home | Searches | Reappointments & Promotions | Leaves | Resources | Calendar | Contact Us

Welcome!

Yale's Office of Faculty Administrative Services (OFAS) is the branch of the Office of the Provost that provides support to academic administrators responsible for all facets of faculty appointments. The specific areas supported include faculty searches and recruiting; initial appointments; reviews for promotions and reappointments; faculty leaves of absence; faculty tracking and reporting; faculty retirements, resignations, and separations; and interpretation of policies and procedures.

The primary emphasis of this site is to provide guidance with the procedures related to the above mentioned areas for all schools at Yale with the exceptions of the Schools of Medicine and Public Health. Guidance for these two schools can be found online at the Office of Faculty Affairs, Yale School of Medicine (<http://medicine.yale.edu/facultyaffairs/index.aspx>).

Forms & Systems

- Administrative Processes
- Checklists, Forms, & Templates
- Faculty Information System (FIS)
- Interfolio ByCommittee
- Workday @Yale site

- Questions?
- Topics for future sessions
- Questions, feedback, or suggestions for future meeting topics are always welcome
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 - x6-1697