Office of Faculty Administrative Services

Monthly Information Session

February 13, 2020
Agenda

Reminders and Updates
– Warning about Adobe Document Cloud
– Training

New Academic Appointee Administration (AAA) website

Academic Leaves
– Completing the process and ad hoc changes

Academic appointee data clean-up in Workday
– End dating compensation
– Academic titles
Reminders and Updates
Your attitude not your aptitude will determine your altitude.

- Zig Ziglar
Update

Adobe Document Cloud

- Provides area for storing documents in the ‘cloud’
- Intended for use with Low Risk data
- Should not be used with Medium or High-Risk data, such as offer letters or confidential letters of recommendation
Update

Training

✦ New videos being created ([https://workday.training.yale.edu/](https://workday.training.yale.edu/))
  – *Navigating Workday for Academics*
  – *Understanding Faculty Appointments at Yale*
  – *Promotions in Track*

✦ Live training
  – *Understanding Faculty Appointments at Yale – To be scheduled soon*
New Academic Appointee Administration (AAA) website
New Academic Appointee Administration (AAA) website

Linked from https://your.yale.edu/
New Academic Appointee Administration (AAA) website

Academic Appointee Administration (AAA) Support
For policies, training documents, and forms that support the academic appointee career path at Yale.

Tools
- Log into Workday
- Interfolio
- Academic Appointee Calendar

Offices
- Office of Faculty Administrative Services
- Office for Postdoctoral Affairs
- Faculty of Arts and Sciences Dean’s Office
- Yale School of Medicine (YSM) Faculty Affairs
- YSM Dean’s Office HR

Additional Resources
- Workday Training
- Interfolio – Introduction and Tips
- Faculty Handbook
- Office of Institutional Equity and Access
- University Policies, Procedures, Forms, and Guides
- Office of International Students & Scholars
Academic Leaves
Completing the process and ad hoc changes
Academic Leaves – Completing the process

Upon receipt of approval

- Professional Schools
  - Communicate approvals to faculty
  - cc: diane.Rodrigues@yale.edu

- FAS departments
  - No need to send copies of approval memos to Diane or to faculty.admin@yale.edu
Academic Leaves – Completing the process

*Upon receipt of approval*

- Enter approved leaves in Workday
- Workday training guide, *Leave of Absence: Absence/Relief Time – Academic (Time Off)* online at [https://workday.training.yale.edu/](https://workday.training.yale.edu/)
- Reminder: All academic leaves begin on either July 1 or January 1 and must end on either June 30 or December 31.

<table>
<thead>
<tr>
<th>Leave period</th>
<th>Dates to enter in Workday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020</td>
<td>First Day of Leave = 07/01/2020, Estimated Last Day = 12/31/2020</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>First Day of Leave = 01/01/2021, Estimated Last Day = 06/30/2021</td>
</tr>
<tr>
<td>Academic year 2020-2021</td>
<td>First Day of Leave = 07/01/2020, Estimated Last Day = 06/30/2021</td>
</tr>
<tr>
<td>Calendar year 2021</td>
<td>First Day of Leave = 01/01/2021, Estimated Last Day = 12/31/2021</td>
</tr>
</tbody>
</table>
Academic Leaves – Completing the process

Upon receipt of approval

- Enter approved leaves in Workday
- Use the ‘Leave Type’ approved in the memo
- Reminder: Phased Retirement, Short-Term Medical Disability, Teaching Relief for Child Rearing, and Teaching Relief for Learning are Academic Statuses
Academic Leaves – Completing the process

Verify that all leaves are entered

- Run Workday report, Academic - Employees on Leave, by Academic Unit - Yale

  Recommendation: Run this report prior to doing any data entry to avoid duplication

Enter the chair’s or school dean’s highest org
Throughout the year...

- Requests for leaves and relief time may be submitted throughout the year using the form, Request for Faculty Leave or Teaching Relief

  -(Linked from https://facultyadmin.yale.edu/academic-career-events/leaves-teaching-relief )

- Cancellations – send email to faculty.admin@yale.edu

- Changes – faculty member must submit a new form

Direct questions to faculty.admin@yale.edu
Academic appointee data clean-up in Workday
Academic appointee data clean-up in Workday

**OFAS to enter:**
- Adding end dates to compensation
- Updating academic appointment title

**OFAS to work with departments:**
- Ending expired secondary appointments
- Ending expired Academic Affiliate appointments
- Ending contracts for expired Contingent Workers
Academic appointee data clean-up in Workday

**OFAS to enter:**
- Adding end dates to compensation
  - Adding the end date causes the salary to drop
  - Faculty with appointments less than a full year must have end dates
  - If benefit eligible, benefits will be cancelled and the faculty member will be sent a COBRA letter
  - If reappointed with compensation, you will need to re-add the Academic Salary plan

![Plan Assignments Table](image-url)
Academic appointee data clean-up in Workday

**OFAS to enter:**

- ✔ Updating academic appointment title
  - ❖ Automated process created and inserted academic title on Primary appointment
  - ❖ If Fully Joint, added to appointment with Position #
  - ❖ Process did not run for certain faculty
    - ❖ These will be identified, then uploaded in a batch process
Thank you!
Make it a wonderful day for yourself and someone else.