

# Office of Faculty Administrative Services (OFAS)

## Information Session

March 16, 2018



## Reminders and Updates

- New access to Fully Joint faculty
  - Decommissioning the Faculty Information System (FIS)
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## Interfolio and search compliance

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## Checking faculty data using Workday reports

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## Merit process/annual salary increases

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## Topics for next session

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## Reminders and Updates

## Ever feel like this?



## Or this?



Or this?



## ANTI-STRESS KIT

**BANG  
HEAD  
HERE**

Directions:

1. Place on firm surface
2. Follow directions provided in circle
3. Repeat until you are anti-stressed, or become unconscious











Deadlines to submit transactions for processing, includes supporting documents and entry into Workday, to allow time to obtain approvals from the Offices of the FAS Dean and the Provost

- **FAS – 9<sup>th</sup> of every month**
- **Professional schools – 15<sup>th</sup> of every month**

Processing priority is given to items due in the current month or earlier



**All** transactions involving **compensation** require either a [\*Faculty Compensation Approval Form\*](#), or a [\*Provostial Pre-Approval for Faculty Extra Compensation\*](#) (3501 FR.08H) form\*.

\* This form must be submitted for approval to [provostforms@yale.edu](mailto:provostforms@yale.edu) **prior** to the work taking place.



**All** transactions involving **compensation** or **appointments** require **supporting documentation**.

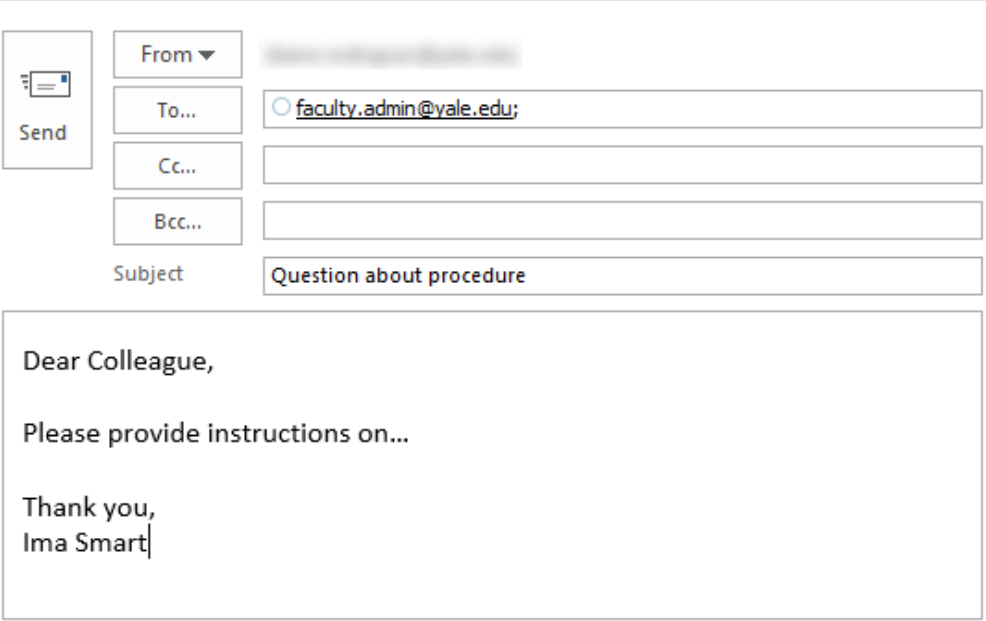
- E.g. An offer letter, invoice, email from dean to faculty member that includes
  - Dates
  - Rank or description of work
  - Amount

Please submit all questions regarding policies and procedures to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu).

This will create a ticket in our tracking system (Salesforce).

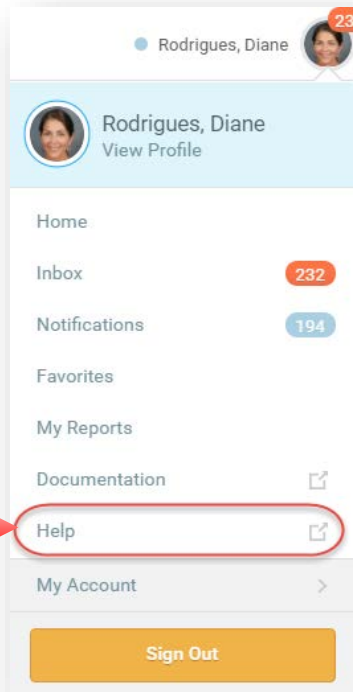
## Benefits:

- ✓ Helps you to track your question(s)
- ✓ Reduces the risk of getting buried in one of our email boxes
- ✓ Insures that we will follow up



The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. To its right are four stacked buttons: 'From' with a dropdown arrow, 'To...', 'Cc...', and 'Bcc...'. Below these is a 'Subject' label and a text field containing 'Question about procedure'. The 'To...' field is populated with 'faculty.admin@yale.edu;'. The main body of the email contains the text: 'Dear Colleague,' followed by 'Please provide instructions on...' on a new line, and 'Thank you, Ima Smart' on a final line.

Quickly access Workday training materials by clicking on the Help option on the profile menu.



Use the Change Request Form to submit requests for changes or new training materials.

## Workday@Yale Training

Home Training Support News About Functionality Updates

✓ Logged in via CAS as *Diane Rodrigues*.

### Workday Financials

[Workday Financials](#), the replacement for Yale's Oracle financial management system, launched on July 3 for central process owners and on July 5 for business offices and other staff. The Workday Financials training program was created to transition staff to a new system and offer a variety of learning experiences.

### Workday HCM: HR, Payroll, Academic

Yale launched Workday [Human Capital Management \(HCM\)](#) in 2015. Training materials for HCM, which delivered improved human resources and payroll to the Yale community, were designed to meet the University's current and future operating requirements for HCM.

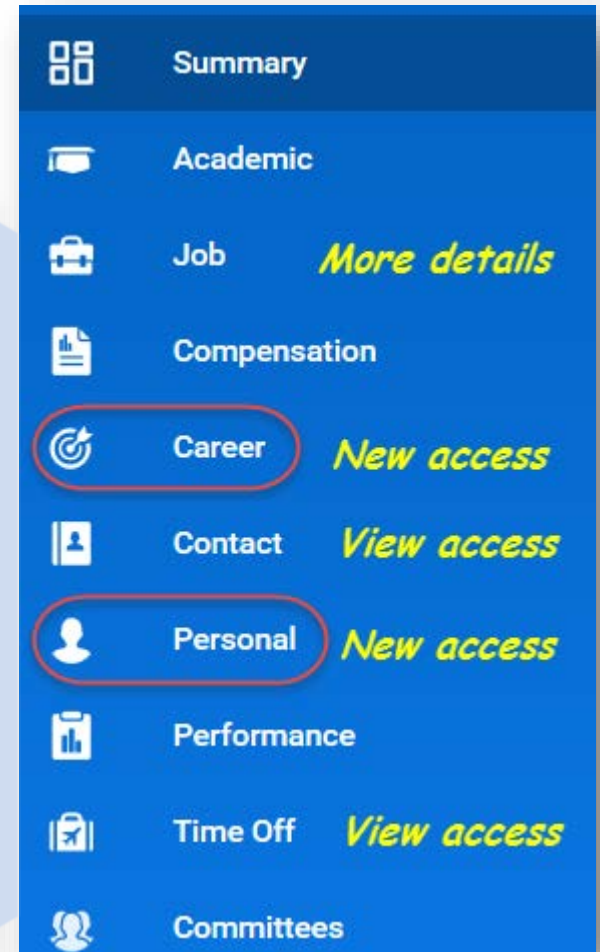
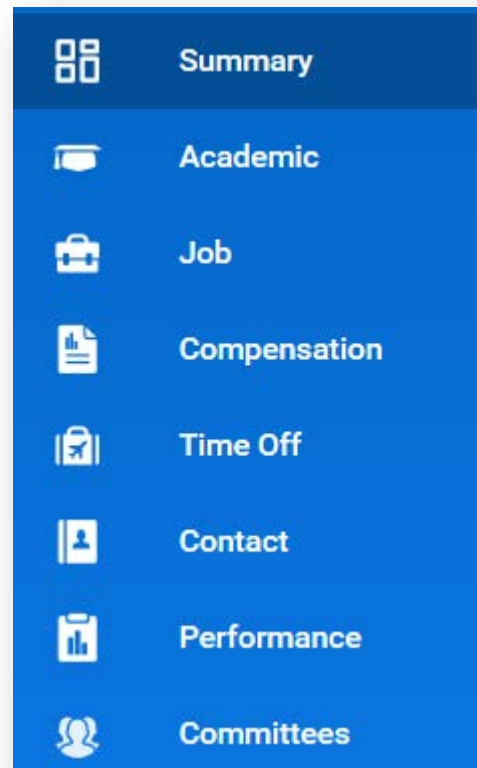
### Change Request

Use the [Change Request form](#) to identify updates to existing training materials or to request new training materials be added to the Workday curriculum. The Training Team will review the request and determine the next course of action.

In the past, your access to information for fully joint faculty was limited if the faculty member was not in your supervisory org.

Due to Workday access enhancements, you are now able to view additional information, such as:

- Leave history
- Position details
- Contact information



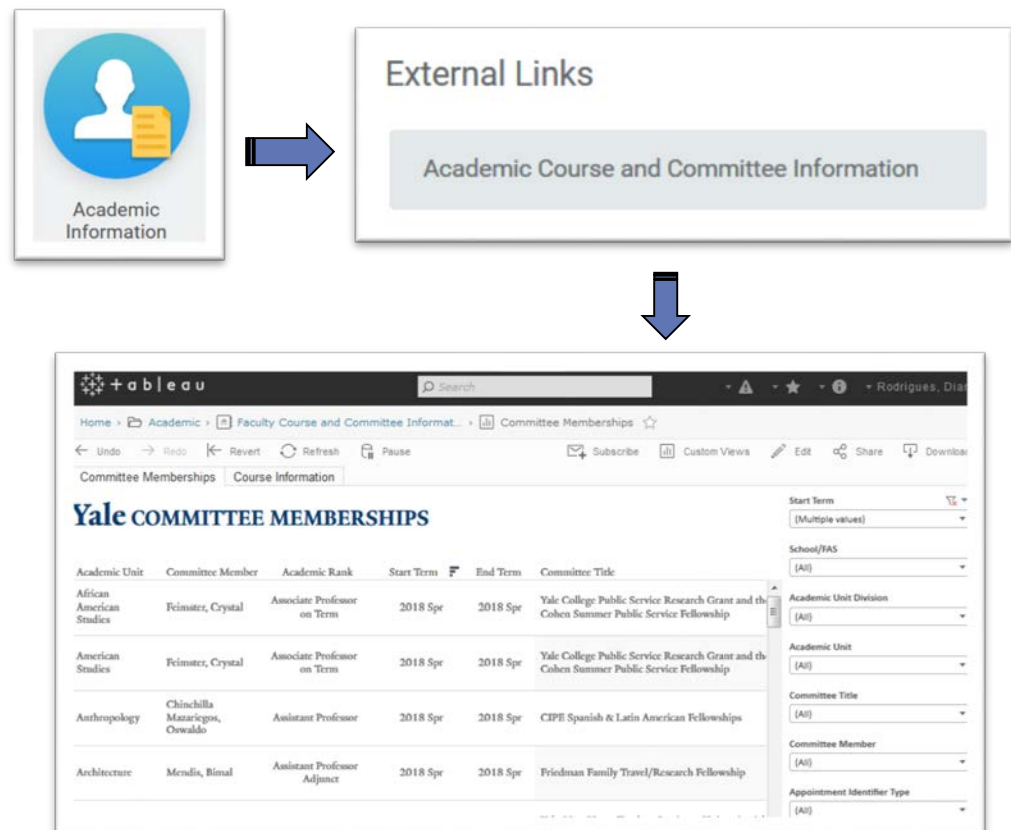
Comparison of prior menu list versus new access list



Faculty Information System (FIS) will be decommissioned 3/31/2018.  
Appointment and leave history is available in Workday.

The [Academic Course and Committee Information Training Guide](#) provides details on accessing this information using the new tool through Tableau.

If you do not have access, send email to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu).



# Interfolio and search compliance

# Interfolio Faculty Search

- A secure cloud-based system that can be used by all academic units at Yale for all searches, including faculty, postdocs, and other academic positions.
- General Counsel has requested that all faculty applicants and targeted candidates use this system to self-report diversity information.

# Help Keep Yale in Compliance

- **Must be in Compliance**
  - With the US Department of Labor, Office of Federal Contract Compliance Program (OFCCP). Every institution that deals with or has federal contract and grants needs to be in compliance with the laws and regulations by the OFCCP.
  - With Yale General Counsel
  - For audits and reporting needs. The more information provided via the system, the more complete the data is for an audit.
- Forms: Faculty Search Questionnaire (FSQ) If we start to track the applicants the same way that is done on these forms, then someday the hope is to replace the need to fill out forms.
- Interfolio is the University's record.
- Let's use the system to help us.

# How do we do this?

1. By properly tracking the applicants for all searches.
  - Every applicant needs to be on the Applicant list; especially those that will be interviewed and for sure those that are on the FSQ are on the applicant list.
  - Either provide the [http://apply.interfolio...URL](http://apply.interfolio...) or Add them to the list. Do not wait until the last minute.

**APPLICANTS** (6 of 6)

Add

Filter

Keyword Search

Saved V

**Add New Application**

Add information for the new application you're adding to this position.

**Applicant First Name \***

First Name

**Applicant Last Name \***

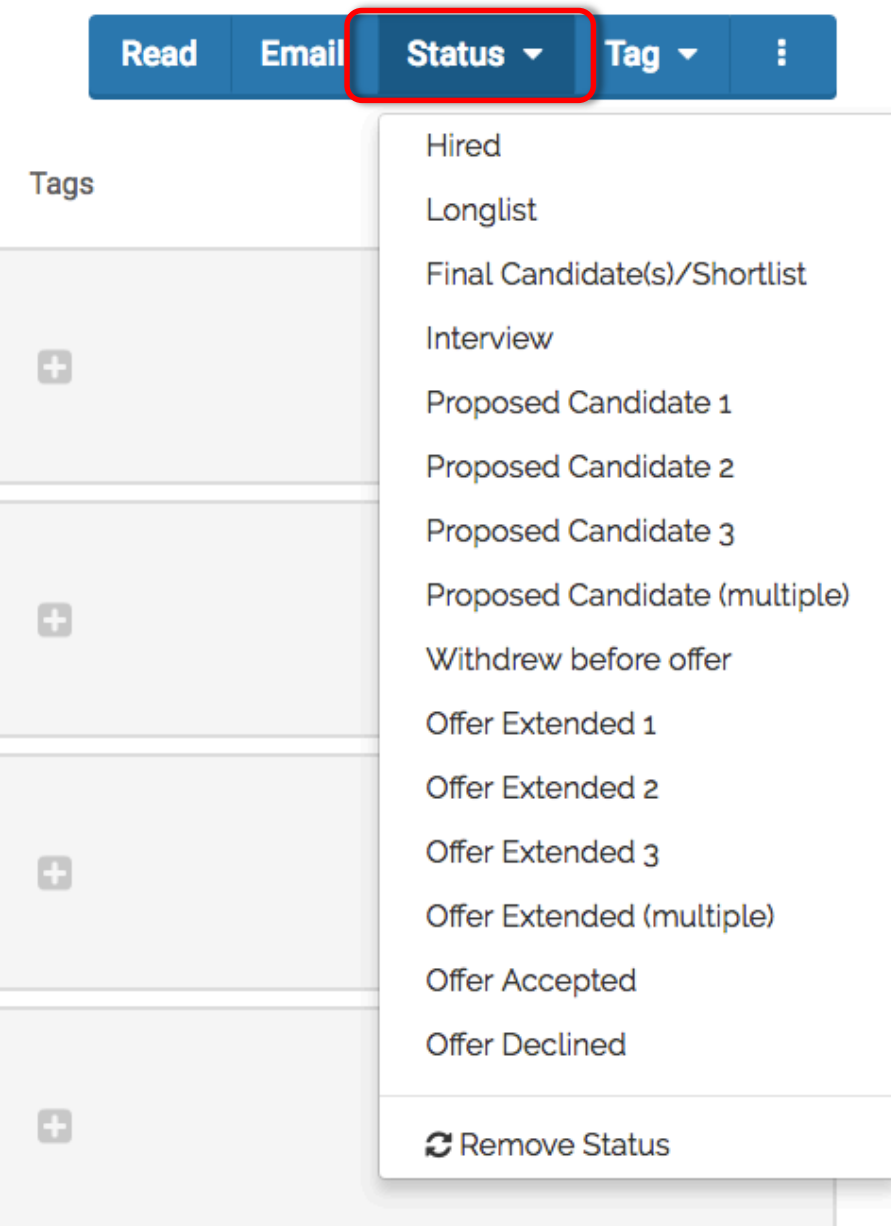
Last Name

**Email \***

Email

Add

Cancel



- At best, be sure to use the applicant statuses especially Hired and Offer Declined.
- To archive a position, is to Close Position. You will be asked did you find someone yes, or no?
  - If yes, that person(s) name needs to be in the list and it has to have an applicant status Hired, Offer Declined, etc.
  - If no, add a note and have the appropriate statuses on the applications.
- And even better, use the other statuses- they are there to help you as the search progresses.
- Contact Pam or myself if you need help with use of a status.



# The Applicant List – what is our goal?

- Track the applicants as they move during the search process.
- To make it look like the list on the FSQ.

The image displays two examples of an applicant list interface. Both examples show a table with columns for Applicant Name, Date Updated, and Applicant Status. The left example also includes a 'My Overall Rating' column. The tables are overlaid with a blue semi-transparent box on the left and a red rectangular box around the 'Applicant Status' column.

**Left Screenshot (Applicants 16 of 16):**

Applicant Name	Date Updated	Applicant Status
Sadia Afroz Ph.D. - Doctor of Philosophy, Drexel University <a href="#">View Profile</a>	Feb 4, 2015	Interview
Peter Bailis Ph.D. - Doctor of Philosophy, UC Berkeley <a href="#">View Profile</a>	Jan 4, 2015	Interview
Maresh Balakrishnan Ph.D. - Doctor of Philosophy, Cornell University <a href="#">View Profile</a>	Jan 2, 2015	Final Candidate(s)/Shortlist
Stephen Checkoway Ph.D. - Doctor of Philosophy, UC San Diego <a href="#">View Profile</a>	Jan 19, 2015	Final Candidate(s)/Shortlist
Mosharaf Chowdhury Ph.D. - Doctor of Philosophy, UC Berkeley <a href="#">View Profile</a>	Feb 25, 2015	Interview

**Right Screenshot (Applicants 6 of 6):**

Applicant Name	Date Updated	Applicant Status	My Overall Rating
Angela Garcia Ph.D. - Doctor of Philosophy, Harvard University <a href="#">View Profile</a>	Nov 26, 2016	Final Candidate(s)/Shortlist	☆☆☆☆
Daniel HoSang Ph.D. - Doctor of Philosophy, University of Southern California <a href="#">View Profile</a>	Dec 1, 2016	Hired	☆☆☆☆
Ana Roman Ph.D. - Doctor of Philosophy, Columbia University <a href="#">View Profile</a>	Sep 7, 2016	Hired	☆☆☆☆
Yehya Rivera Ph.D. - Doctor of Philosophy, University of Texas at Austin <a href="#">View Profile</a>	Sep 5, 2016	Final Candidate(s)/Shortlist	☆☆☆☆
Shalini Shankar Ph.D. - Doctor of Philosophy, New York University <a href="#">View Profile</a>	Nov 26, 2016	Final Candidate(s)/Shortlist	☆☆☆☆
Franco Winddance Twiss Ph.D. - Doctor of Philosophy, University of California, Berkeley <a href="#">View Profile</a>	Nov 7, 2015	Final Candidate(s)/Shortlist	☆☆☆☆

Note: above are examples

# TWO TYPES OF STATUSES:

There is also the Position (Search) status

The image displays three screenshots of a job application system interface, illustrating different status options and applicant management.

**Top Left Screenshot: Positions**

- The "Positions" tab is selected.
- A dropdown menu shows "Divinity School".
- A search bar is labeled "Search Positions".
- A "Filter" button is present.
- A table lists positions with columns for Name, Status, and Type.
- Two status buttons are highlighted: "POSITION CLOSED" and "ACCEPTING APPLICATIONS".

**Top Right Screenshot: Review Position**

- The page title is "Review Position" for an "Assistant Professor" position.
- A "Return to Application List" button is in the top right.
- The "THIS POSITION IS:" section shows "Closed to new applicants" with details on when it opened and closed.
- The "POSITION STATUS:" section shows "Reviewing applications" with a list of actions: "Applicants cannot view this status.", "Applicants cannot update their application materials.", and "Evaluators can review applications to this position."
- An "EDIT POSITION..." sidebar on the right lists various settings like "Description & Dates", "Required Documents", etc.

**Bottom Screenshot: Tenure Track**

- The page title is "Tenure Track" for "German Language & Literatures".
- The "APPLICANTS" section shows 146 applicants.
- A "Take a Tour" button is present.
- A "Filter" button is present.
- A "Keyword Search" bar is present.
- A dropdown menu for "Reviewing applications" is open, showing options: "Accepting Applications", "Interviewing Finalists", "Position Closed", "Pending Approval", and "Close Position".
- A table lists applicants with columns for Applicant Name, Date Updated, Applicant Status, and Tags.
- The first applicant is "Yael Almog" (Ph.D. - Doctor of Philosophy, University of California, Berkeley) with a "COMPLETE" status.

# Close positions to Archive

- Select the title/name of the position from your list. Note: the position status should be Position Closed.
- In the upper right area, select the Closed Position at the very bottom of the drop down menu

**Positions**

Divinity School

+ New Position

Search Positions Filter Sort by Date

Name	Status	Type	Opens	Closes	Applications
Associate Research Scholar - Field De... (ID: 16585) Divinity School	POSITION CLOSED	Faculty	Feb 1, 2016	Aug 29, 2017	4
Assistant Professor or Associate Prof... (ID: 27019) Divinity School	ACCEPTING APPLICATIONS	Faculty	Aug 24, 2017		21

**Tenure Track**  
German Language & Literatures  
Opens: Sep 14, 2016

Take a Tour Reviewing applications

APPLICANTS (25 of 146) Add Filter Keyword Search Saved

Accepting Applications  
Interviewing Finalists  
Position Closed  
Pending Approval  
**Close Position**

Applicant Name	Date Updated	Applicant Status	Tags
<input type="checkbox"/> Yael Almog Ph.D. - Doctor of Philosophy, University of California, Berkeley COMPLETE	Nov 14, 2016		☆☆☆☆☆

# Close positions to Archive

## Step 1

- Select whether an applicant was chosen: Yes or No.
- If No, add a note stating why the search did not produce a final candidate.

- If Yes, select the name(s) from the applicant list. (This will include those applicants that declined as well as were Hired.)
- Click continue

CLOSING POSITION FOR:  
Jack Miller Post-Doctoral Associate

STEP 1: SELECT APPLICANT

STEP 2: COMPLETE THE SEARCH

Was an applicant selected?

☐ Yes ☒ No

Notes

You may leave an optional note here to document why no selection was made.

✓ Continue

Cancel

CLOSING POSITION FOR:  
Jack Miller Post-Doctoral Associate

STEP 1: SELECT APPLICANT

STEP 2: COMPLETE THE SEARCH

Was an applicant selected?

☒ Yes ☐ No

Select Applicants

Search for the selected applicant(s) below. You must select at least one applicant to continue.

Search Applicant(s)



✓ Continue

Cancel

## Step 2

- Position status should be set at, Position Closed. If not, cancel and adjust the position status.
- Do Not send a message to all applicants since these searches took place a while back.
- Click Finish

CLOSING POSITION FOR:  
Jack Miller Post-Doctoral Associate

STEP 1: SELECT APPLICANT

STEP 2: COMPLETE THE SEARCH

Position Status

Position Closed

- Applicants cannot view this status.
- Applicants cannot update their application materials.

Message

☐ Send a message to all applicants with this change

Finish

Cancel

POSITION DETAILS

M

F

T

( 25 )

# Quick Review - Key Points

- Update statuses on only those who are progressing to the next round. Do not delete the applicant status on the others.
- ALL APPLICANTS need to be listed in the applicant list page – especially those on the FSQ.
- Identify and enter the Applicant Status: Hired or Declined Offer or if no one was selected, no changes to status.
- Then, when confirmed, Close Position (very bottom of the list) to Archive.



$$\begin{bmatrix} 27 \end{bmatrix}$$

## Checking faculty data using Workday reports

Please run the following list of Workday reports and take the actions requested by March 31:

- *Academic - Employees on Leave, by Academic Unit – Yale*
- *Academic QA - Expired Current Appointments – Yale*
- *Academic QA - Missing Degrees – Yale*

## *Academic - Employees on Leave, by Academic Unit – Yale*

- Run for the highest supervisory org to which you have access. This is either your school dean or department chair.
- Enter dates of *On Leave Between* **7/1/18** And **6/30/19**.
- Verify the list of faculty on leave.
- Refer to the Workday guide, [Leave of Absence: Absence/Relief Time – Academic \(Time Off\)](#), if you need to return faculty from a leave or place them on leave.

**Note:** If you need to place them on leave, verify that you have submitted the necessary supporting documents to OFAS.

## Example of prompts

### Academic - Employees on Leave, by Academic Unit - Yale

**Instructions** This report includes Leave Requests that have been approved and those that are pending (if "Include Leave Requests Pending Approval" is checked), Academic Unit (for the primary appointment), Organization (including subordinate organizations).

**Employee Type** ☒ Faculty ☒ Other Academic

**Academic Structure Node (Primary Appt)**

**Academic Unit (Primary Appt)**

**Track Type Category (Primary Appt)**

**Appt Type (Primary Appt)**

**Organizations** \* ☒ English - Office of the Chair (Hammer, Langdon L)

**Include Subordinate Organizations** ☒

**Appointee**

**Leave Type (Including Family)**

**Leave Request Status**

**Include Leave Requests Pending Approval** ☒

**On Leave Between** 07 / 01 / 2017

**And** 06 / 30 / 2018

## *Academic QA - Expired Current Appointments – Yale*

Provost's Office perspective: All faculty who do not have a current appointment should be terminated in Workday.

- Enter *Appointment Expires On or After* **6/1/2014** and *Appointment Expires On or Before* [current date]
- Consult chair or dean to determine which faculty are not returning, then terminate those who are not.

*For proper instructions on terminating faculty, reference the Workday guides in the “Termination/Separation” section (<http://workday.training.yale.edu/>)*



## Example of prompts

### Academic QA - Expired Current Appointments - Yale

**Instructions** This report lists those Academic Appointees having a current appointment with an Appointee. Includes all Academic Affiliates and Academic Appointees (even if inactive).

\* Note: The default date range of appointment end date is between today and 30 days ago

Academic Structure Node	<input type="text"/>
Academic Unit	<input type="text"/>
Track Type Category	<input type="text"/>
Academic Rank	<input type="text"/>
Appointment Type	<input type="text"/>
Appointment Expires On or After *	<input type="text" value="06 / 01 / 2016"/>
Appointment Expires On or Before *	<input type="text" value="03 / 17 / 2017"/>
EXCLUDE Academic Structure Node	<input type="text"/>
EXCLUDE Supervisory Organization	<input type="text"/>

## *Academic QA - Missing Degrees - Yale*

- Checks for faculty who are missing degree information
- Incredibly important for a variety reasons, such as
  - Institutional reporting, e.g. U.S. News and World Report
  - Accreditation process
- Recommended order of run:
  - Run ladder faculty (*Track Type Category* = **Ladder**)
  - Run for teaching faculty (*TTC* = **Non-ladder Teaching and Professional Practice**)
  - Run for research faculty and postdocs (*TTC* = **Research and Training**)

*Refer to Appendix for instructions on adding degree information.*

## Example of prompts

### Academic QA - Missing Degrees - Yale

**Instructions** This report lists faculty and selected contingent workers whose degree information is mis

Organization (incl subordinates)

Academic Unit (Primary Appt)

Track Type Category (Primary Appt)

Academic Rank (Primary Appt)

Tenure Status (Primary Appt)

Worker

Only Include Tenured? ☐

Only Include Active Workers? ☒

Manage Filters  
0 Saved Filters

Save

Merit process/annual salary increases

- Annual process for uploading salaries for specific groups of faculty. Usually includes the following:
  - Ladder faculty (tenured and tenure-track)
  - Non-ladder faculty with multi-year or recurring single-year appointments and are 50% FTE or greater
- Slightly different procedure for Professional Schools versus FAS
- Provost's Office is final approver

## Professional Schools

- Use Workday faculty merit process to upload salaries
- Task assigned to Business Partner, but can be delegated
- Promotions
  - Job Profile – Business Partner should enter on merit grid
  - Academic appointment – Update manually
- Wave 1 and Wave 2 timelines – Wave 2 includes Art Architecture, Divinity, and Music

Promote	Position	Job Profile	Business Title	Promotion %	Promotion Amount
Yes	X P7721 Associate Research Scientist	Associate Research Scientist	Associate Research Scientist	0.00%	0.00

## Professional Schools Merit 2018 Timeline

Date	Activity
March 8, 2018	<ul style="list-style-type: none"><li>• Provost Office communicates to Professional Schools</li></ul>
March 16, 2018	<ul style="list-style-type: none"><li>• Wave 1: Faculty Merit Business Process begins</li></ul>
May 4, 2018	<ul style="list-style-type: none"><li>• Wave 1: Schools submit Faculty Merit recommendations to Provost Office in Workday</li></ul>
May 16, 2018	<ul style="list-style-type: none"><li>• Provost Office approves Wave 1 Faculty Merit recommendations; Wave 1 Faculty Merit process completed</li></ul>
May 30, 2018	<ul style="list-style-type: none"><li>• Wave 2: Faculty Merit Business Process begins</li></ul>
June 27, 2018	<ul style="list-style-type: none"><li>• Provost Office approves Wave 2 Faculty Merit recommendations; Wave 2 Faculty Merit process completed</li></ul>





## Faculty of Arts and Sciences (FAS)

- Salaries for faculty will be uploaded by the FAS Dean's Office.
- Promotions
  - Enter full promotion, i.e. Job Change and Update to Academic appointment, manually in workday.
    - **Do not change compensation.**
  - Send email to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu) upon entering.

Topics for next session

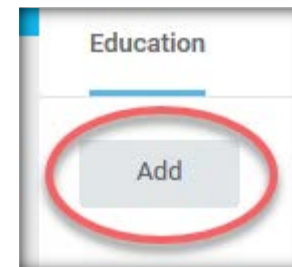
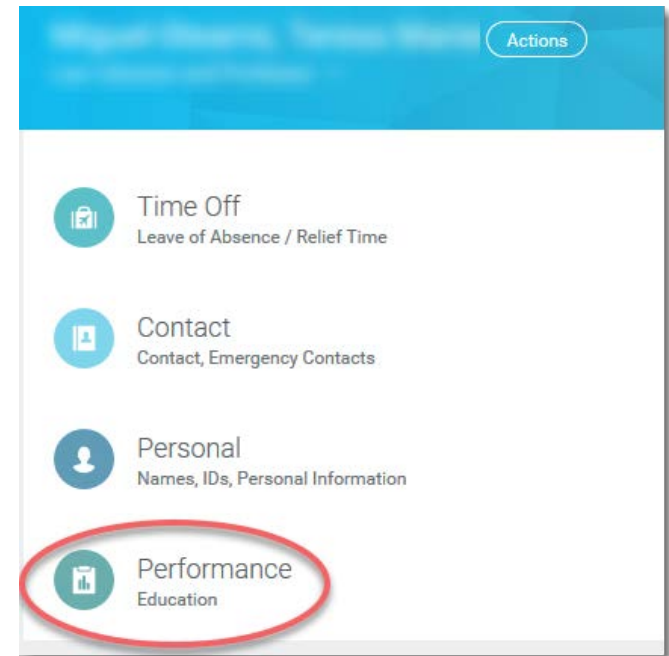
- Onboarding new faculty
- Off-boarding departing faculty
- Retiring faculty, including phased retirement and emeritus
- Workday reports and frequencies



## Instructions for adding degree information

1. From the faculty member's profile record, scroll down to the Performance (Education) link.

2. In the next window, click Add.



## Instructions for adding degree information

3. In the next window, enter

- Country
- School
- Degree
- Degree Received = "Yes"
- Year Degree Received (this will only appear upon selecting "Yes" for Degree Received)

4. Click Add to enter additional degrees.

5. Click Submit when done.

When adding a degree that has been received, in addition to the Country and School, please enter the Degree and "Yes" for Degree Received, and the Year Degree Received.

The screenshot shows a web form for adding degree information. At the top, there is a small upward-pointing arrow. Below it, the form contains several fields:

- Country:** A dropdown menu with "United States of America" selected. A red asterisk is to the left of the field.
- School:** A dropdown menu with "Yale University" selected. A red asterisk is to the left of the field.
- If you cannot find the school, check here:** A checkbox that is currently unchecked.
- Degree:** A dropdown menu with "Doctor of Philosophy" selected.
- Degree Received:** A dropdown menu with "Yes" selected.
- Year Degree Received:** A text input field containing "2006".
- Field of Study:** A text input field.
- First Year Attended:** A text input field containing "YYYY".
- Last Year Attended:** A text input field containing "YYYY".
- Grade Average:** A text input field.

At the bottom of the form, there are two buttons: "Remove" and "Add".