Office of Faculty Administrative Services (OFAS)

Monthly Information Session

April 15, 2016
Agenda

- Housekeeping
- Important Reminders and Updates
- Summer Compensation
**Housekeeping**

**Courteous Colleagues** - During this session, please refrain from having conversations among you. If you have questions or comments, please raise them to the group. Sharing information is a great benefit of these sessions.

All presentations and instructional documents from these sessions are available on [https://classesv2.yale.edu/portal](https://classesv2.yale.edu/portal). A plan is underway to post these on the OFAS website.

**OFAS Training sessions**
- Posted on TMS
- Workday – 3 different levels + workshops
- Interfolio – promotion and tenure
Important Reminders and Updates

• Netids for new faculty –
  • Issued 65 days in advance of start date
    • (April 27 for 7/1 start)
    • Enter new faculty as soon as possible.

• Common errors to avoid when hiring new faculty in Workday
  • **Duplicate Prehires** – Be sure to search, then click the “People” filter on the left menu.
  • Do not change the country when entering the name.
  • Enter a Home address and one that is in the United States. Use department address, if necessary.
  • Use the hiring guides online at [http://workday.yale.edu/training](http://workday.yale.edu/training)
Important Reminders and Updates

• Run Workday report: *Academic - Expiring Appointments – Yale*
  • Use date range of 6/1/14 to 6/30/17 to capture all who expired and those who need to be reappointed.
  • Terminate faculty who are not returning.
  • Efforts are being made by OFAS and Provost’s Office to clean up faculty records.

• Onboarding and offboarding
  • Information online at [http://facultyadmin.yale.edu/resources](http://facultyadmin.yale.edu/resources)
  • Reviewed in depth at May 13 information session
• **Taxable Reimbursement 120** –
  • Send email to faculty.admin@yale.edu to alert of payment.
  • Include copy of form if OFAS needs to enter charging instructions in Oracle.

• **Researchers**
  • Raises are only given once a year and should be given on the anniversary of the appointment.
  • Retro raise to compensate for missed raise is not allowed.
  • Reappointed, not extended
  • Not eligible for Summer or Extra Comp
Summer Compensation

Policies

- **Faculty Handbook**
  - XVIII. Faculty Compensation, Benefits, and Services, section B

- Can only be paid to teaching faculty (9 month)

- Maximum monthly – 1/9 of academic year salary

- Maximum time – 2-1/2 months

- Faculty may not accept other employment during any month in the summer when also receiving full-time Yale salary
Procedure

• Complete the Faculty Summer Compensation Form.
  • Available online at
    • Yale’s Policies and Procedures page in the forms section, http://policy.yale.edu/forms
    • OFAS website, Administrative Processes, http://facultyadmin.yale.edu/admin-processes

• Enter the transaction in Workday.
  • Instructions on OFAS website, Administrative Processes, under Summer Compensation section, http://facultyadmin.yale.edu/summer-compensation-job

• Send form to provostforms@yale.edu.
Workday mechanics

• In order to pay summer compensation to a faculty member, he or she must have a **Summer Compensation job** in Workday.

• Any department may create a Summer Compensation job for any faculty member. E.g. Summer Session creates Summer Comp jobs for faculty who teach in the summer programs.

• Faculty who received summer comp in your org last year should still have the Summer Comp job that was created.

• Compensation is entered using the Manage Period Activity Pay Assignments and must be entered on the Summer Comp position.
Workday mechanics

• Some faculty who teach in Summer Session need to be transferred to Summer Session.
  • Part-time faculty who only teach during the academic year, i.e. August or September through May
  • Full-time, multi-year, non-tenured faculty who are resigning from Yale effective June 30, 2016

• These faculty have the Teacher Summer Programs job profile and do not need Summer Comp jobs.

• Additionally, any faculty in this category whom you need to pay for work in the summer, will need to be changed to the job profile of Teacher Summer Programs.
Open discussion

• Questions?

• Topics for future sessions

• Questions, feedback, or suggestions for future meeting topics are always welcome
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