

# Office of Faculty Administrative Services (OFAS)

## Monthly Information Session

April 15, 2016

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

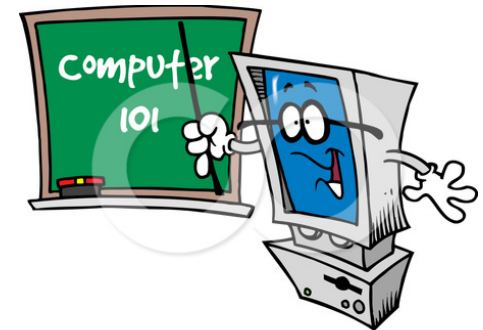
**Courteous Colleagues** - During this session, please refrain from having conversations among you. If you have questions or comments, please raise them to the group. Sharing information is a great benefit of these sessions.



All presentations and instructional documents from these sessions are available on <https://classesv2.yale.edu/portal>. 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



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- 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>

Yale University

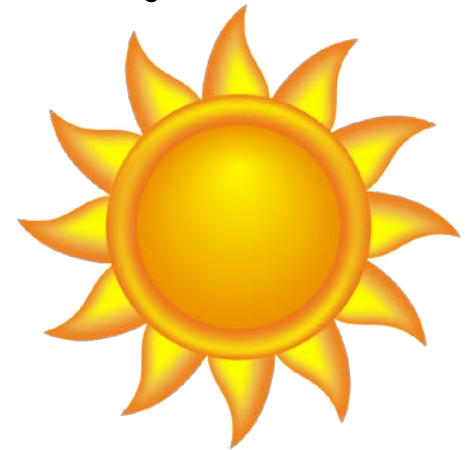
Workday@Yale Training

- **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>
  - Reviewed in depth at May 13 information session

- **Taxable Reimbursement 120 –**
  - Send email to [faculty.admin@yale.edu](mailto: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

## 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

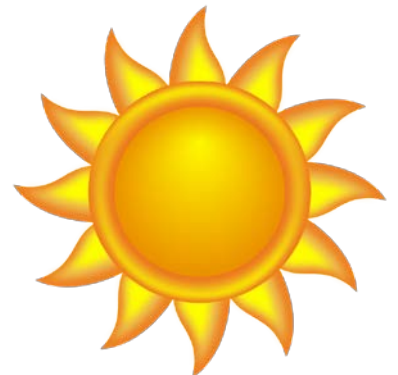
- **Complete the Faculty Summer Compensation Form.**
  - Available online at
    - Yale's Policies and Procedures page in the forms section, <http://policy.yale.edu/forms>
    - OFAS website, Administrative Processes, <http://facultyadmin.yale.edu/admin-processes>
- **Enter the transaction in Workday.**
  - Instructions on OFAS website, Administrative Processes, under Summer Compensation section, <http://facultyadmin.yale.edu/summer-compensation-job>
- **Send form to [provostforms@yale.edu](mailto:provostforms@yale.edu).**





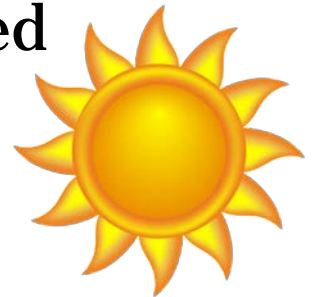
## Workday mechanics

- 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.



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