Office of Faculty Administrative Services (OFAS)

Monthly Information Session

May 12, 2017

Yale

- ➤ Important Notices and Reminders

- ➤ Summer Compensation update

- ➤ Paying faculty in the summer

- ➤ Onboarding new faculty hires and rehires

- ➤ Off-boarding departing faculty

Important Notices and Reminders

Read the Workday @ Yale email to keep informed of changes.

Recent highlights include:

- A notice about START being replaced

- The purpose of the blue dot beside your name in Workday

- Changes to the Workday @ Yale Training site
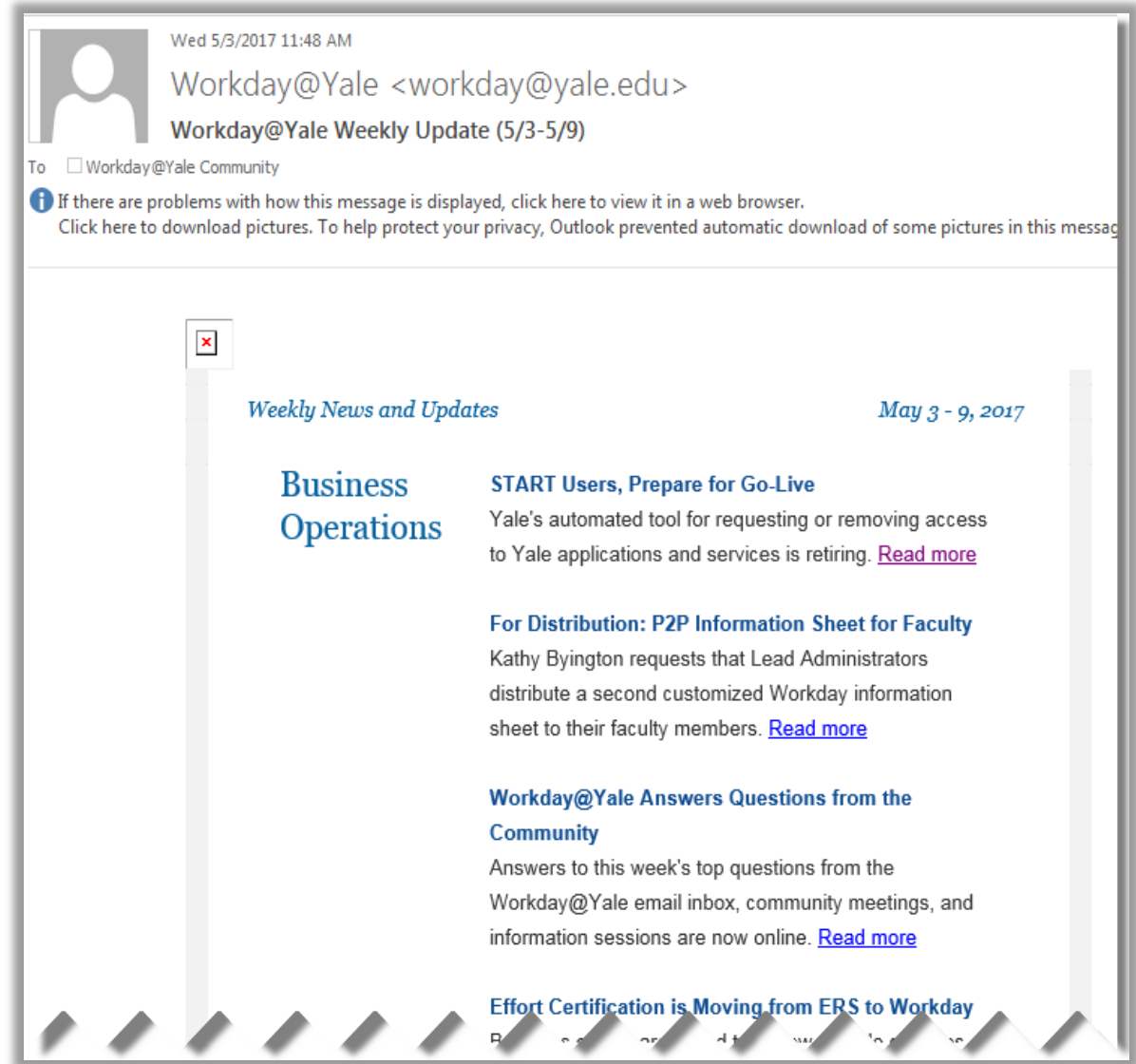
June through September - Deadline for submitting materials for processing is 30 days in advance of effective date

June 7, 2017 – Deadline to submit Charging Instructions with PTAEOs

- Charging will not be entered for new hires with start date of 9/1/17 or later
- New Faculty Compensation Approval Form will be available next week
- Refer to OFAS Calendar of Changes for specific details

OFAS Training Sessions – Posted on OFAS calendar

- Register in TMS
- Workday training
- Academic Hierarchy

July and August 2017
Faculty
Summer Compensation

Yale

Do we have a special deal for you!

Available for the summer of 2017 only!

Operators are standing by!

Yale

Departments fill out the form, but…

Workday data entry will be done CENTRALLY!!!

- The form is available on the policies and procedures website: https://your.yale.edu/policies-procedures/forms
- Start submitting as soon as you have all the necessary information!
- Please use the form from PPDEV as it is possible there will be future revisions as we get more experience with Workday

Summary Compensation Update

NOTES ON THE FORM
- Please be sure all red-starred fields are complete
- We need the full name of the Summer Compensation supervisory org. In the unlikely event your department doesn't have one, you must set one up before you can submit this form.

Summer Compensation Update

NOTES ON THE FORM

FUNDING: If the allocation is charged to a grant, you only need to enter the Grant code (GR#####) and can skip the other charging instruction fields.
All other funding codes (gifts, Yale Designated, endowment) will need complete charging instructions entered: Cost Center, Program, Project. For cost-sharing, you'd enter both the GR and other funding code as well as the rest of the charging instructions.

JULY (or AUGUST) AMOUNT: This is the amount you are going to pay the person.

ALLOC %: This is where you enter the percentage of the July Amount you want to allocate to this charging instruction line.

AMOUNT: Right now the spreadsheet is set up to calculate the dollar amount as a function of the number you enter into "July Amount" and the "Alloc %" fields. If you need to allocate based on a fixed dollar amount, simply overwrite the formula in the "Amount" column and manually add the percentage allocation in the "Alloc %" column.

You must complete both the Alloc % and Amount columns and be sure to allocate 100% of the payment amount.

FRMS REVIEW: This field is for FRMS staff to indicate they have reviewed and validated the cost allocations

Summer Compensation Update

NOTES ON THE FORM
- Please be sure to complete preparer information.
- Note that if you are changing funding source groups, you must obtain fresh approvals from the Provost's Office

Summer Compensation Tips

You can only pay summer comp to people with active (9-month Annual Work Period) teaching appointments in Workday. If they are 12-month employees, they are not eligible for summer compensation. If they do not have an active appointment, they must be given a Workday job. Be sure to check whether faculty have active appointments for the period of time you wish to pay them summer comp. Note: For emeriti faculty you must ADD a "Teacher Summer Program" job for them. For active retired faculty and others who do not have an active appointment, you need to HIRE them into a "Teacher Summer Program" job.

If you wish to give summer compensation to someone who is not in your supervisory org, you need to contact the home department and be assured the faculty member has an active teaching appointment for the period you will be employing/paying him or her.

People should be paid for the month the work was performed.

Preparers: Please complete all your information in the preparer section

Scan completed forms and back-up (needed only for non-grant payments) to provostforms@yale.edu. No cc to Provost's Office or OFAS staff is necessary. Please include the last name of the faculty member(s) in the subject line or body of the email so we can do email searches if needed.

Notes on selecting Period Activity:
Select only one; if any part of the funding is from an NIH grant, check "NIH". If any part of the funding is another type of grant, select "Other Sponsored Awards". Use "SC-Summer Compensation" if the payment does not fit into one of the other categories.

Notes on the Allocation fields:
1. If you supply a GR (grant) number, you do not have to complete the Cost Center, Program or Project fields.
2. If the allocation is for cost-sharing, enter GR in the first column and the cost-share fund in the second. You will need to supply Cost Center, Program and Project.
3. For Workday costing, we need both the percentage allocation and the dollar allocation. The spreadsheet is set up to calculate dollars using the percentage you enter, but you can overwrite the formulas want to enter the dollar amounts. However, if you do, you will have to add the percentages manually. As usual, totals must equal 100%.

For July and August 2017 only:
Departments SHOULD NOT do the data entry of summer compensation into Workday for July and August 2017. The Provost's Office will take care of that part.

Form | **Tips** | (+)

There is a "Tips" tab in the Excel workbook that summarizes key points in this presentation.

Yale
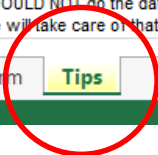
Deadlines for Summer Compensation

JUNE: Wednesday, June 14

JULY: Wednesday, July 12

AUGUST: Monday Aug 14

Summary Compensation Update

Reminders!

COORDINATE!

If you're paying another department's faculty member, let the home department know as payment for work represents EFFORT. Also, you'll need their help to determine appointment status.

VALIDATE!

Is the person actually eligible to receive summer comp? Is there an active, paid teaching appointment for the period?

APPROVE!

Form needs to be signed by the business administrator responsible for the funding source

DOCUMENTATION!

If the funding source is non-grant, include back-up

DON'T WAIT!

Send forms to provostforms@yale.edu
Please, no cc to OFAS or Provost's Office staff

Paying faculty in the summer
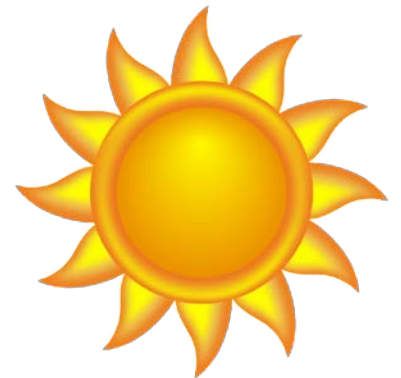
- Teaching faculty who work in the summer are all paid with summer compensation, not regular comp

- Full-time, full year faculty must be given a Summer Compensation job

- Faculty in the following categories must be given a Teacher Summer Programs job
  - Active faculty who are between appointments
  - Active faculty with current appointments but no compensation, this includes Emeritus faculty

- These jobs are added using Add Additional Job in Workday
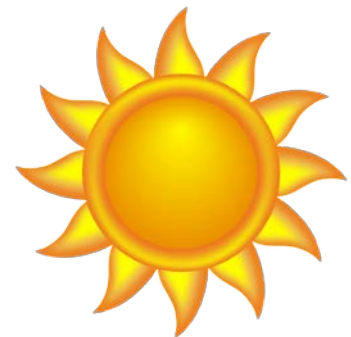
- In all cases, faculty are paid Summer Compensation in Workday using *Manage Period Activity Pay Assignments*

- Procedures for June 2017 are on the OFAS website at http://facultyadmin.yale.edu/admin-processes

- Procedures for July 2017 and August 2017 will be added soon
  - NOTE: For July 2017 and August 2017, departments only need to complete and submit the Faculty Compensation Form as described above. All jobs and payments will be entered into Workday centrally.
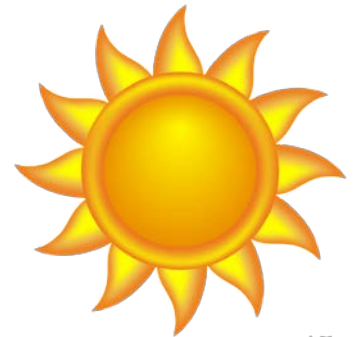
Onboarding new faculty hires and rehires

Review documents on OFAS website at
http://facultyadmin.yale.edu/onboarding-procedures-faculty-arrivals

- New Faculty Checklist
  - Faculty Data Collection Form
- Template Welcome Email
- International Faculty Onboarding list
- Transfer-in Checklist

I-9's and our responsibility as an Employer

> ➤ We must verify the identity and employment eligibility of every employee hired after November 6, 1986.

> ➤ The Form I-9 must be retained for inspection; after termination, we must retain the Form I-9 until 3 years after the date of hire or 1 year after the date of termination, whichever is later.

> ➤ We must refrain from violating or circumventing the Form I-9 process, including anti-discrimination requirements of the law, or we may be subject to civil and/or criminal penalties.

I-9's (con't)

➢ ALL faculty must complete an I-9 any time after the offer of employment has been accepted but before the end of the first day of employment.

➢ It must be reviewed and approved no later than the third day of employment (e.g. end of day Thursday if the employee started work Monday).

➢ They complete it in Workday. Then, bring their credentials to a Yale I-9 Center for official approval.

  ➢ https://your.yale.edu/sites/default/files/yale-i-9-centers_2.pdf

Onboarding new faculty hires
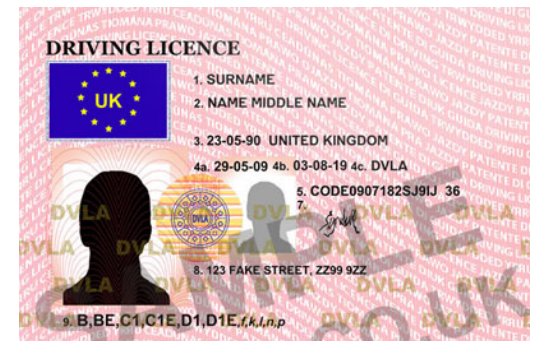
I-9's (con't)

➢ Academic HR Support Specialists receive daily notifications for faculty who need to complete I-9's

➢ "3 Tries Rule"
  ➢ Make 3 earnest attempts to get the faculty member to complete the I-9
    ➢ Email 1-2 times
    ➢ Place note in mailbox
    ➢ Visit her or his office
  ➢ If unsuccessful, escalate to the Employee Service Center

Contact the Employee Service Center:
  – Email: employee.services@yale.edu
  – Phone: 203-432-5552

Rehires and reappointments with break in service

- Send template welcome email

- If applicable, remind them to re-enroll in benefits, especially retirement plan

- Check I-9 status

Off-boarding departing faculty

Off-boarding departing faculty

Review information on OFAS website at
http://facultyadmin.yale.edu/boarding-procedures-faculty-departures

- Departures include term ending with no reappointment, resignation, retirement, and the death of a faculty member. Note: Emeritus faculty always remain active.

- Termination and Transfer Checklist 3501 FR.31

Terminating faculty in Workday

- Need resignation letter if leaving before original end date.

- Begin by using the "Terminate Employee" business process. Once approved, you will receive a To Do to end the academic appointment(s).

  - If the faculty member has appointments in other departments, notify those departments of the departure.

- The Termination Date = Last Day of Work

- If you receive an error, contact OFAS. There may be a process that is blocking.

- Always close the position.

Position Details

Close Position

Is this position available for overlap?

Important tips for faster approvals

<u>All</u> transactions require supporting documentation. Refer to Charts online at http://facultyadmin.yale.edu/admin-processes.

- Gather all of the necessary documents as stated on the Chart and submit to OFAS upon submission to Workday.

- Please DO NOT SUBMIT in Workday unless you have all of the documents.

- Secondary appointments – You need an email or letter of approval from the FAS department chair or authorized school dean.

- Format the subject line of the email as follows:
  - **Faculty name, transaction type, effective date**
    - E.g. Thomas Turbine, New Hire, 7/1/16