

Office of Faculty Administrative Services (OFAS)

Monthly Information Session

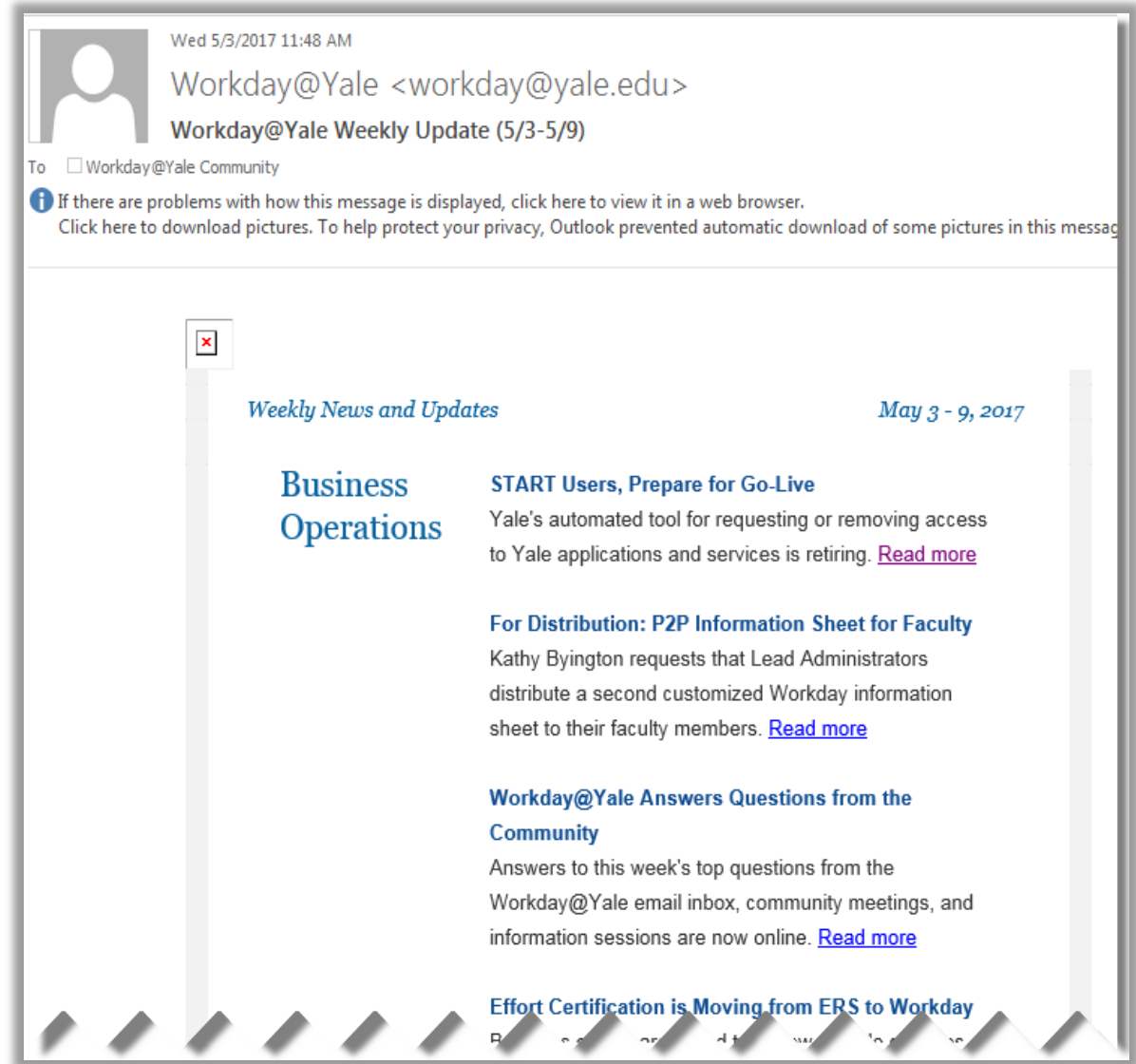
May 12, 2017

- **Important Notices and Reminders**
- **Summer Compensation update**
- **Paying faculty in the summer**
- **Onboarding new faculty hires and rehires**
- **Off-boarding departing faculty**

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

Do we have a special deal for you!

**Available for the summer of 2017
only!**

Operators are standing by!

Departments fill out the form, but...

**Workday data entry will be done
CENTRALLY!!!**

Summer Compensation Update



- 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

Yale University FACULTY SUMMER COMPENSATION FORM
3503 PR 08 Revision Date: 5/10/17

EMPLOYEE INFORMATION
Employee Name: _____ Employee Number: _____
Primary Academic Rank: _____
Summer Compensation Supervisory Organization: _____
FTE Annual Salary _____ One-Ninth: _____
Reason: Summer Compensation Assignment

AUTHORIZATIONS (please provide signature and date)
Business Partner: _____ Dean (if required): _____
2nd Business Partner: _____ Provost: _____
Second Bus. Partner only needed if funding is from multiple units

SUMMER COMPENSATION PAYMENTS

July Activity Dates: 7/1/17 to 7/31/17
Note: Requests to approve summer salary made after the month in which the effort was devoted are generally unfavorable, and will only be approved under exceptional circumstances.

Period Activity *	JULY Costing Allocations		Not Needed if Funded From Grant			Must Complete Both	
	Funding	Cost Center	Program	Project	Assignee	Alloc %	Amount
<input type="checkbox"/> AYA (Alumni Assoc.)	GR, G, G5, YD	CostShare					
<input type="checkbox"/> NH (Non-Funded)							
<input type="checkbox"/> OA (Office of Int'l Affairs)							
<input type="checkbox"/> Other Sponsored Awards							
<input type="checkbox"/> SC Summer Compensation							
<input type="checkbox"/> Yale Summer Season							
TOTAL (must equal 100%):						0.00%	-

* Select only one. If any funding is NIH, you must check the NIH box.
FRMS ONLY: Review of Grant Allocation completed by: _____

August Activity Dates: 8/1/17 to 8/31/17
Note: Requests to approve summer salary made after the month in which the effort was devoted are generally unfavorable, and will only be approved under exceptional circumstances.

Period Activity *	AUGUST Costing Allocations		Not Needed if Funded From Grant			Must Complete Both	
	Funding	Cost Center	Program	Project	Assignee	Alloc %	Amount
<input type="checkbox"/> AYA (Alumni Assoc.)	GR, G, G5, YD	CostShare					
<input type="checkbox"/> NH (Non-Funded)							
<input type="checkbox"/> OA (Office of Int'l Affairs)							
<input type="checkbox"/> Other Sponsored Awards							
<input type="checkbox"/> SC Summer Compensation							
<input type="checkbox"/> Yale Summer Season							
TOTAL (must equal 100%):						0.00%	-


* Select only one. If any funding is NIH, you must check the NIH box.
FRMS ONLY: Review of Grant Allocation completed by: _____

PREPARER INFORMATION
GENERAL:
A. If there is a sponsor-provided salary cap (e.g. NIH), do not charge that sponsor in excess of the established annual rate cap amount.
B. Sponsored Research funding for more than 2.5 hrs requires authorization from provider's PI which must be attached.
C. LSU or GA Funding requires supporting documentation which must be attached.
Prepared by: _____ Dept: _____ Phone: _____ Date: _____

PROVOST'S OFFICE ONLY:
Workday Entry Done _____
Workday Approval Done _____

Submit form and appropriate back-up to provostforms@yale.edu

Summer Compensation Update

 **Yale University FACULTY SUMMER COMPENSATION FORM**
3501 FR.08 ___ Revision Date: 5/9/17

EMPLOYEE INFORMATION

Employee Name: ★ _____ Employee Number: ★ _____

Primary Academic Rank: ★ _____

Summer Compensation Supervisory Organization: ★ _____

FTE Annual Salary: ★ _____ One-Ninth: _____

Reason: Summer Compensation Assignment

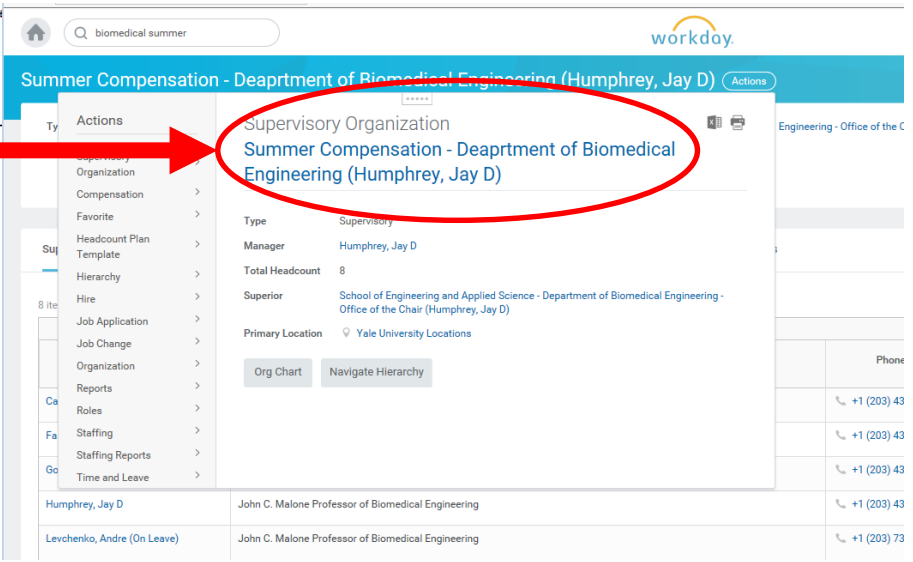
AUTHORIZATIONS (please provide signature and date)

Business Partner/Strategic Business partner responsible for the funding sources verifies funding is available and that a written request for his/her summer compensation is on file in the department business office.

Business Partner: ★ _____ School Dean: _____

2nd Business Partner: _____ Provost: _____

Second Bus. Partner only needed if funding is from multiple units



workday

biomedical summer

Summer Compensation - Department of Biomedical Engineering (Humphrey, Jay D) Actions

Supervisory Organization

Summer Compensation - Department of Biomedical Engineering (Humphrey, Jay D)

Type: Supervisory

Manager: Humphrey, Jay D

Total Headcount: 8

Superior: School of Engineering and Applied Science - Department of Biomedical Engineering - Office of the Chair (Humphrey, Jay D)

Primary Location: Yale University Locations

Org Chart Navigate Hierarchy

Name	Phone
Humphrey, Jay D	+1 (203) 43
Levchenko, Andre (On Leave)	+1 (203) 73

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

July Activity Dates: 7/1/17 to 7/31/17 % of Ninth July Amount

Note: Requests to approve summer salary made after the month in which the effort was devoted are generally unallowable, and will only be approved under exceptional circumstances.

Period Activity *

- AYA (Alumni Assoc.)
- NIH (NIH-funded)
- OIA (Office of Int'l Affairs)
- Other Sponsored Awards
- SC-Summer Compensation
- Yale Summer Session

JULY Costing Allocations		Not Needed if Funded From Grant				Must Complete Both	
Funding	Cost	Program	Project	Assignee	Alloc %	Amount	
GR, GE, GS, YD	Cost-Share	Center					
TOTAL (must equal 100%):					0.00%	-	-

** Select only one. If any funding is NIH, you must check the NIH box.*

FRMS ONLY: Review of Grant Allocation comp

August Activity Dates: 8/1/17 to 8/31/17 % of Ninth August Amount

Note: Requests to approve summer salary made after the month in which the effort was devoted are generally unallowable, and will only be approved under exceptional circumstances.

Period Activity *

- AYA (Alumni Assoc.)
- NIH (NIH-funded)
- OIA (Office of Int'l Affairs)
- Other Sponsored Awards
- SC-Summer Compensation
- Yale Summer Session

AUGUST Costing Allocation		Not Needed if Funded From Grant				Must Complete Both	
Funding	Cost	Program	Project	Assignee	Alloc %	Amount	
GR, GE, GS, YD	Cost-Share	Center					
TOTAL (must equal 100%):					0.00%	-	-

** Select only one. If any funding is NIH, you must check the NIH box.*

FRMS ONLY: Review of Grant Allocation comp

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

PREPARER INFORMATION

Attention:

A. If there is a preparer-imposed delay cap (i.e. NIH), do not charge that preparer in excess of the established annual ret. cap amount.
B. Spans of Funds or ch. funding for more than 2 FTEs requires authorization from provost office which must be attached.
C. LSU or G4 Funding requires supporting documentation which must be attached.

Prepared by: _____ Dept.: _____ Phone: _____ Date: _____

FRMS ONLY: I CERTIFY THAT I AM RESPONSIBLE FOR ANY FUTURE PAYROLL COSTING ADJUSTMENTS TO THIS PAYMENT AND I WILL NOT CHANGE THE ALLOCATION RATIO BETWEEN GRANTS, GIFTS, ENDOWMENTS AND TALE DESIGNATED WITHOUT PRIOR APPROVAL.

Name: _____ Date: _____

Provost's Office Only:

____ Workday Entry done _____
____ Workday Approval Done _____

Submit form and appropriate back-up to provostforms@yale.edu

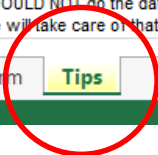
NOTES ON THE FORM

- 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 Update

A	B	C
Summer Compensation Tips		
<p>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 <u>active appointment</u>, 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.</p>		
<p>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.</p>		
<p>People should be paid for the month the work was performed.</p>		
<p>Preparers: Please complete all your information in the preparer section</p>		
<p>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.</p>		
<p>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.</p>		
<p>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%.</p>		
For July and August 2017 only:		
<p>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.</p>		

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



Deadlines for Summer Compensation

JUNE: Wednesday, June 14

JULY: Wednesday, July 12

AUGUST: Monday Aug 14

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!

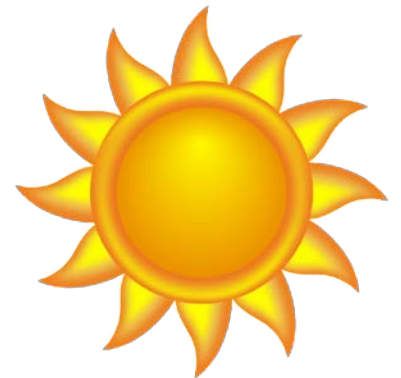
If the funding source is non-grant, include back-up



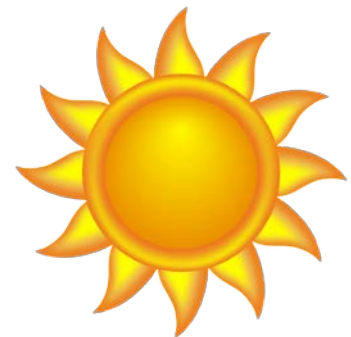
DON'T WAIT!

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

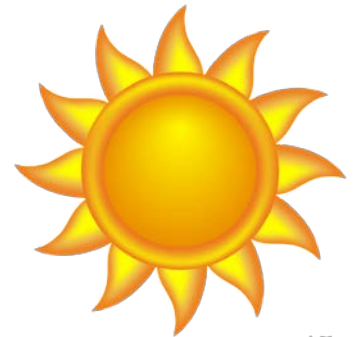
Paying faculty in the summer



- 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

Welcome



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

Welcome

A decorative flourish consisting of a series of interconnected, symmetrical scroll-like patterns in a golden-brown color, positioned below the word "Welcome".

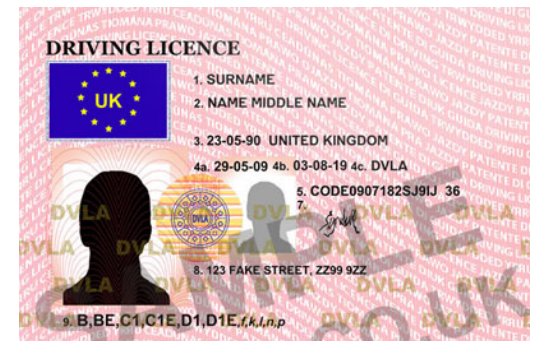
I-9's and our responsibility as an Employer

- 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



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

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?

The screenshot shows a 'Position Details' form with a 'Close Position' checkbox that is checked. Below it is a question 'Is this position available for overlap?' with an unchecked checkbox. There are navigation buttons (back and forward) on the right side of the form.

All 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