

Office of Faculty Administrative Services (OFAS)

Information Session

May 31, 2018

Summer Compensation

- Policies and Procedures
- Workday mechanics

I-9's for new faculty and rehires

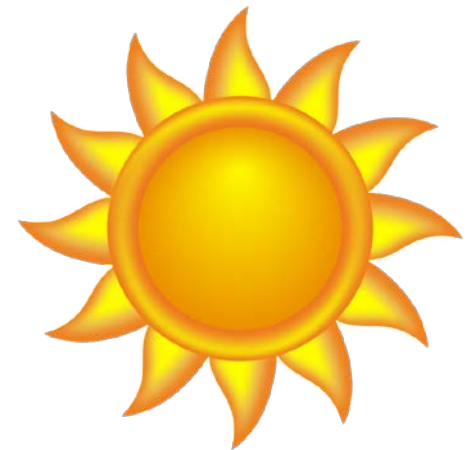
Reminders and Updates

Summer Compensation

Policies

[Faculty Handbook](#)

- XVIII. Faculty Compensation, Benefits, and Services, section B
- Can only be paid to teaching faculty (9 month) with multi-year or continuous full-year appointments
- 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



CHANGES for the Summer 2018

- No more form!
- Period Activity choices augmented
- Must enter COA in Workday
- Certain types of back-up should be uploaded:
 - Engagement letters/emails that document the particular transaction, such as payment for teaching in Summer Session, are required and should be uploaded, but departments should not upload Letters of Hire or other highly confidential documents.
 - Do not provide back-up for grants.

TIMING

- Please submit June summer comp by June 15th
- We'll be processing in real time, so the sooner approved by business partner, the sooner we'll be able to process the transaction
- There is no “multi-month” selection anymore

DEMONSTRATION

Add more activity lines as needed

Select correct Activity

Payment Dates = Payroll Dates

Enter COA by clicking this button

The screenshot shows a software interface for managing Summer Compensation. At the top, it displays 'Academic Period * Summer Compensation (June 2018)'. Below this, there are sections for 'Rate Matrix' and 'Reason *'. The main area is divided into several columns: '*Activity', '*Activity Dates', '*Units', '*Compensation', and 'Payments'. The '*Activity' column has a dropdown menu for selecting an activity. The '*Activity Dates' column has fields for 'Start Date *' and 'End Date *', both with calendar icons, and a checkbox for 'Use as Payment Date Range'. The '*Units' column has fields for 'Unit Type', 'Quantity *', 'Default Quantity', 'Assigned Unit Rate *', and 'Default Unit Rate'. The '*Compensation' column has fields for 'Total Amount *', 'Currency', and a 'Costing Overrides' button. The 'Payments' column has fields for 'Start Date', 'End Date', 'Do Not Pay', 'Number of Payments', 'Remaining Balance', 'Paid to Date', and 'Currency'. Annotations include a red arrow pointing to a '+' button in the top left, a green arrow pointing to the activity dropdown, a yellow circle around the 'Costing Overrides' button, and a blue circle around the 'Start Date' and 'End Date' fields in the 'Payments' section.

Reminders and Highlights

- You can only pay on a summer comp job if the person has an active primary appointment in the teaching ranks for the period of work. Contact the home department if you don't know.
- Selecting the correct Activity is very important to the review process. If this doesn't work, we'll go back to paper.
- You can add multiple activities to the same payment and each activity line can have multiple charging instructions.

Reminders and Highlights (con't)

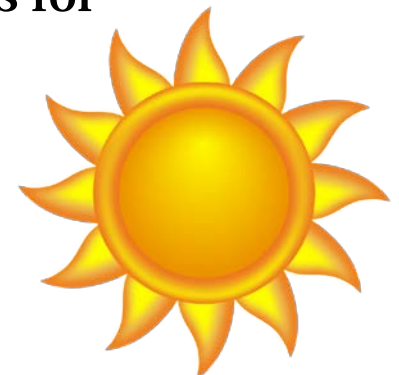
- Payment dates = PAYROLL DATES
- Please be sure all the information (Activity, dollar amount, COAs) is correct at the outset
- Summer compensation validation rounds down to the nearest penny, not up

Hands-on Clinics will be held at the 221 Whitney LL 2-4pm on June 5, June 11 and June 13



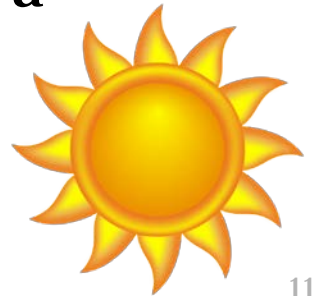
For assistance with Workday:

- Training Guide: *Instructions for Paying Summer Compensation in Workday* online at [Workday @ Yale Training](https://workday.training.yale.edu/training-materials/paying-summer-compensation-workday), (<https://workday.training.yale.edu/training-materials/paying-summer-compensation-workday>)
- It is not necessary to create another Summer Compensation job if one already exists.
 - Faculty who received summer comp in your organization last year should still have the Summer Compensation job that was created.
- Any department may create a Summer Compensation job for any faculty member. E.g. Summer Session creates jobs for faculty who teach in the summer programs.
- Compensation is entered using the Workday action of *Manage Period Activity Pay Assignments*.



In the cases below, the Teacher Summer Programs job is used instead of a Summer Compensation job:

- Teaching faculty active during the spring term with no appointment in June, July, or August, but with an appointment starting in August/September.
 - Teaching faculty with appointments expiring May 31 who were paid during the spring term.
 - Emeritus faculty.
 - Yale Summer Session employees.
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- Any other summer hire should be handled under a separate HR process or paid as a vendor.



I-9's for new faculty and rehires

Our responsibility as an employer

- The [Immigration Reform and Control Act of 1986 \(IRCA\)](#) prohibits employers from knowingly hiring unauthorized aliens and hiring individuals without completing the employment eligibility verification process.
- We must verify the identity and employment eligibility of every employee hired after November 6, 1986.



- ALL faculty must complete an I-9
 - any time after the offer of employment has been accepted and
 - before the end of the first day of employment.
- They complete it in Workday as part of onboarding. Then, bring their credentials to a Yale I-9 Center for official approval.
 - <https://your.yale.edu/policies-procedures/guides/yale-university-i-9-centers>
- It must be reviewed and approved no later than the third day of employment. E.g. If the faculty member begins employment on Monday, the I-9 must be completed by Thursday).
 - If they haven't done so, you must tell them to stop working because they are not authorized to work.



Notifications in Workday

- Daily notifications for faculty who are missing an I-9 sent to:
 - Academic HR Support Specialists
- Weekly notifications of expired I-9 (alien authorized to work) sent to:
 - Academic HR Support Specialists
 - Academic HR Support Specialists
 - Strategic business partner and
 - Business Partner

Workday reports that you can run

- *Employees Hired More Than 3 Days Ago with Missing I-9s (Business Offices) - Yale*
- *Employees Hired 3 Days Ago with Missing I-9s (Business Offices) - Yale*



Help Yale to be compliant and avoid fines

- Check Employee's I-9 status in Workday: Personal >IDs
- “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 Services Center

Employee Services Center:

- Email: employee.services@yale.edu
- Phone: 203-432-5552



Reminders and Updates

June through September - Deadline for submitting materials for processing is 30 days in advance of effective date

E.g. If you wish for a faculty member to receive compensation on the last day of the month, you need to have submitted the paperwork and transaction by the 1st of the month.



Beginning in June 2018, monthly payroll processing will commence each month on the 5th business day.

Made possible through new Workday feature, Smart Calculation.

- Provides departments with additional time to assess and correct payroll entries
- GOAL: Reduce the number and amount of over and underpayments.



Business Partner can begin running the **Payroll Results** verification reports earlier in the month.

Prior to contacting OFAS to inquire about transactions...

- ✓ Initiators should run *My Business Processes in Flight – Yale* to check status.
- ✓ Check email to be sure that supporting documentation has been sent.
- ✓ During the peak season, allow at least 2 weeks for processing time.

New Faculty orientation events – August 20-24, 2018

Open to:

- ✓ New or recently new faculty
- ✓ Ladder or non-ladder, multi-year appointments
- ✓ Faculty of Arts & Sciences or Professional Schools (non-YSM)

More information online at <https://faculty.yale.edu/new-faculty-orientation-schedule-august-2018>.



Trigger >> Change in Scheduled Weekly Hours where the change will result in a change to health benefits or child scholarship eligibility.

Workday reaction >> New To Do in the Inbox of...

- Academic HR Support Specialist
- Department HR Support Specialist
- Section Academic HR Support Specialist
- Section HR Support Specialist

FAS Faculty Appointments on the Ladder track

- New faculty must be added to **Track Type = FASTAP 2016**
- **Primary and Fully Joint appointments only**
- Updates can remain on the current Ladder track



