Workday : Managing Compensation for Faculty

Central Campus
Topics Covered

Getting Started

Key Concepts of Academic Compensation

Determining the Method of Payment

Academic Compensation and Job Change

Tips and Important Reminders

Demo of Worksheets

Resources
Getting Started

Basic assumptions for this course:

- You know the difference between the academic record and the employee record.
- You know the difference between hiring and reappointing a faculty member.
- You know what a supervisory organization is and how to look this up for an employee.
GETTING STARTED
Getting Started

Before starting any transaction in Workday, here are some questions to consider:

- **What do you want to do?**

- *Have you obtained the necessary permissions from the Dean’s and Provost’s Offices? Do you have the supporting documentation?*

- *Who is the individual and have you checked Workday to search for a record or to examine the status of the record?*

- *What type of relationship will the individual have, or does the individual have, with Yale? Is he or she performing work for another unit?*
Some questions to consider (con’t):

- *Where will the individual be located primarily, i.e. in your supervisory org or a different one?*
  - Our point of view is that a faculty member should have one stable primary home and that unit takes responsibility for coordinating all payments for him or her.

- *Has this person been paid by Yale during this calendar year?*
  - If so, all payments must be entered into Workday as some form of compensation, i.e. you cannot pay with a check request.
Prior to requesting any compensation changes or one-time payments, all initiators must:

- Communicate with all appropriate parties and follow all pre-existing approval processes outside of Workday (i.e., Provost’s Office or Dean’s Office).
- Gather all supporting documentation and submit to faculty.admin@yale.edu.

Conversations are still an integral precursor to any business process!
KEY CONCEPTS OF ACADEMIC COMPENSATION
**Time Type** – Full time is always only 100% FTE, and part time is anything less than 100%.

**Default Weekly Hours** – The full time number of hours that the employee works. This is always 40 for academics and 37.5 for staff.

**Scheduled Weekly Hours** – The number of hours that the faculty member will work per week.

*These are not exposed on the employee record.*
Key Concepts of Academic Compensation

_Supervisory organization_ – The only organization that can pay a faculty member.

_FTE (\% time)_ – The percent of time that the faculty member is working. This is a Workday calculated field derived by dividing the Scheduled Weekly Hours by the Default Weekly Hours.

**Example:**
11 hours / 40 hours = 27.5\%
Key Concepts of Academic Compensation

Annual Work Period (AWP) – The time period when the work is being completed. This sets limitations on the disbursement of pay.

Disbursement Plan Period (DPP) – The period when pay will be disbursed. If this is not aligned correctly, pay will not be generated.
Key Concepts of Academic Compensation

**Academic Salary** – The compensation plan used for paying all academics.

**Annual** – The amount that would be paid to a faculty member if working full time (100% FTE).

**Prorated** – The actual amount being paid to a faculty member who is working part time. This only appears if the faculty member is *less than* 100% FTE.
DETERMINING
THE METHOD OF PAYMENT
Determining the Method of Payment

There are three Workday business processes that can be used to adjust pay for faculty:

- **Compensation > Request One-Time Payment**
  
  Extra compensation such as Taxable Reimbursements, Bonuses, Awards and Prizes...

- **Compensation > Request Compensation Change**
  
  Submit changes to salary including recurring ongoing payments (Allowances)

- **Job Change > Transfer, Promote, or Change Job**
  
  Submit changes to items on the employee record that impact compensation, i.e. FTE %, AWP, and DPP
Determining the Method of Payment

**ALL** extra compensation, either one-time or on-going, requires prior approval from the Provost’s Office.

You must complete and submit the Provostial Pre-Approval form in advance of paying any faculty member (https://your.yale.edu/node/47041).

If approved, you will use one of the two **Compensation** processes on the prior page to enter payment in Workday.
REQUEST ONE-TIME PAYMENT
Recurring (on-going) one-time payments should be submitted as an *Allowance* in the “Request Compensation Change” business process.
One-Time Payments: Reason Codes for Faculty Payments

Reason codes should be selected carefully. If you don’t know which to pick, consult with OFAS or YSM Financial Operations.

Note: Some reasons that will appear on the list in Workday are for use with staff only.

<table>
<thead>
<tr>
<th>Reason Category</th>
<th>Reason Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Reason</td>
</tr>
<tr>
<td>Adoption Reimbursement</td>
<td>Incremental Teaching</td>
</tr>
<tr>
<td>Affiliated Program</td>
<td>Interim Assignment</td>
</tr>
<tr>
<td>Awards and Prizes</td>
<td>Master Supplement</td>
</tr>
<tr>
<td>Clinical Bonus</td>
<td>Mortgage Supplement</td>
</tr>
<tr>
<td>Departmental Bonus Program</td>
<td>Non-Taxable Moving Expense</td>
</tr>
<tr>
<td>Dependent Care</td>
<td>On Call Pay</td>
</tr>
<tr>
<td>Differential Pay</td>
<td>Retention Bonus</td>
</tr>
<tr>
<td>Extra Compensation</td>
<td>Second Job</td>
</tr>
<tr>
<td>Faculty Education</td>
<td>Special Recognition Award</td>
</tr>
<tr>
<td>Homebuyer Program</td>
<td>Taxable Moving Expense</td>
</tr>
<tr>
<td>Incidental Research Pay</td>
<td>Vehicle Stipend</td>
</tr>
<tr>
<td>Incremental Services</td>
<td></td>
</tr>
<tr>
<td>Additional Reason</td>
<td></td>
</tr>
<tr>
<td>Hire Agreement</td>
<td></td>
</tr>
<tr>
<td>Biannual Stipend</td>
<td></td>
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<tr>
<td>Bonus</td>
<td></td>
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<tr>
<td>Housing</td>
<td></td>
</tr>
<tr>
<td>Non-Taxable Moving Expense</td>
<td></td>
</tr>
<tr>
<td>Taxable Moving Expense</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
</tr>
</tbody>
</table>
One-Time Payment Plans for Faculty

**Compensation Plans** – Selection of the correct one is critical. It may have an impact on

- Routing for approvals
- YURAP contributions
- Tax implications
- Budgetary considerations

<table>
<thead>
<tr>
<th>Compensation Plan Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption Reimbursement</td>
</tr>
<tr>
<td>Defined Additional Compensation</td>
</tr>
<tr>
<td>Awards and Prizes</td>
</tr>
<tr>
<td>Bonus</td>
</tr>
<tr>
<td>Dependent Care</td>
</tr>
<tr>
<td>Faculty Education</td>
</tr>
<tr>
<td>FAS Faculty Special</td>
</tr>
<tr>
<td>Taxable Moving Expense</td>
</tr>
<tr>
<td>Non-Taxable Moving Expense</td>
</tr>
<tr>
<td>One-Time Extra Compensation</td>
</tr>
<tr>
<td>PDF Compensation</td>
</tr>
<tr>
<td>PDF Supplemental Refund</td>
</tr>
<tr>
<td>Sign-on Bonus</td>
</tr>
<tr>
<td>Taxable Reimbursement</td>
</tr>
<tr>
<td>Taxable Reimbursement 120</td>
</tr>
</tbody>
</table>
REQUEST COMPENSATION CHANGE
Request Compensation Change vs. Job Change

Use *Request Compensation Change* when you **only** need to make a change to the compensation plan, i.e. salary or allowances.

If you need to make a change to any of the following items, you will need to use the *Job Change > Transfer, Promote or Change Job*.

- FTE % time
- Annual Work Period
- Disbursement Plan Period
Use *Request Compensation Change* when you **only** need to make a change to the compensation plan, i.e. salary or allowances, this includes adding compensation by changing from $0 to an amount.

**Example 1**

![Example 1](image1.png)

**Example 2**

![Example 2](image2.png)
Request Compensation Change is also used to change or add the Actual End Date.

**Actual End Date**

- Insures that the compensation is removed after the appointment is completed.
- Changes the Compensation to $0.
- Prevents active faculty member from being accidentally paid if not reappointed.
- Will cause benefits to be dropped.
Request Compensation Change vs. Job Change

Reason codes should be selected carefully. If you don’t know which to pick, consult with OFAS or YSM Financial Operations.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Duties</strong></td>
<td>Change in compensation due to additional duties</td>
</tr>
<tr>
<td>Adjustment</td>
<td></td>
</tr>
<tr>
<td><strong>Chair Supplement</strong></td>
<td>Payment for serving as department chair</td>
</tr>
<tr>
<td><strong>Correction to Salary</strong></td>
<td>Correcting a salary that was incorrectly entered previously</td>
</tr>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td><strong>FAS Faculty Special</strong></td>
<td>Change in compensation reserved for FAS Dean’s Office use</td>
</tr>
<tr>
<td><strong>Interim Assignment</strong></td>
<td>Change in compensation to reflect an interim assignment</td>
</tr>
<tr>
<td><strong>Head of College Supplement</strong></td>
<td>Supplement to Faculty for serving as a Head of a residential college, which could be a direct payment, money added to a research account, tuition for child education, etc.</td>
</tr>
<tr>
<td><strong>Mortgage Supplement</strong></td>
<td>Payment to offset mortgage deductions</td>
</tr>
<tr>
<td><strong>Restructuring Faculty Comp Plan</strong></td>
<td>Change in compensation to reflect restructuring of a faculty compensation plan</td>
</tr>
</tbody>
</table>
Use the *Change Job* business process when any other aspects of the position need to be changed. The *Change Job* business process allows you to make changes to Job Profile, FTE %, Annual Work Period and Disbursement Plan Period, as well as Compensation.
Sample of Job Change

When do you want this change to take effect?

Enter date on which it will take effect. This should match the date in the appointment letter.

Why are you making this change?

Reasons codes matter! They drive subsequent actions.

<table>
<thead>
<tr>
<th>Reasons for Work Week Change (change in hours)</th>
<th>Description</th>
<th>Benefit Event Kicked off by this Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Week Change Remaining At/Above 20</td>
<td>Change in the scheduled work week that keeps employee at or above 20 hours per week</td>
<td>Yes</td>
</tr>
<tr>
<td>Work Week Change Remaining Below 20</td>
<td>Change in the scheduled work week that keeps employee below 20 hours per week</td>
<td>Yes</td>
</tr>
<tr>
<td>Work Week Change to Greater Than or Equal to 20</td>
<td>Change in the scheduled work week that raises employee from less than 20 hours per week to 20 hours or more per week</td>
<td>Yes</td>
</tr>
<tr>
<td>Work Week Change to Less Than 20</td>
<td>Change in the scheduled work week that drops employee from 20 hours or more per week to less than 20 hours per week</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Sample of Job Change

The Location tab provides you the ability to edit the following fields:

- **Location** – *Enter the name of the new location, if appropriate.*
  - The Location entered may change the Default Weekly Hours on the Details page
  - FTE = Scheduled Weekly Hours / Default Weekly Hours

- **Scheduled Weekly Hours** – *Enter the number of weekly hours the person will be scheduled to work.*

For most schools, full-term courses:
- 1 course = 13.32 hours
- 2 courses = 26.64 hours
- 3 courses = 40 hours (full time)
The **Details** tab provides information such as:

- If a worker’s **FTE** falls below 100% due to a change in hours, you must also update the **Time Type** to reflect that the worker is now **Part Time**, and visa versa.

- Default Weekly Hours are always **40** for academic appointees.

- The Annual Work Period (AWP) and Disbursement Plan Period (DPP) should align with the academic appointment dates for part-time faculty.

  **NOTE**: Use the “**9M**” option for all teaching faculty.
Sample of Job Change - Compensation

- If the FTE is less than 100%, Workday will calculate the **Prorated Amount**. This should match the amount to be paid.

- Frequency should always be “Annual”, never Monthly.
For faculty with appointments that are less than 1 year, add the **Actual End Date**.

This insures that the faculty member will not be paid beyond the end date unless reappointed with compensation.
Deleting Compensation

- It is not possible to enter “0” as the salary amount.

- To delete salary, click the “X” in the upper right corner of the Salary box.
Tips and Important Reminders

- Gather supporting documents which clearly state: (1) amount to be paid, (2) dates/period of work, and (3) describe the work being done or include the appointment rank.

  **NOTE:** If this faculty member has multiple appointments, try to align the dates with the other units to keep changes to a minimum.

- Complete the Faculty Compensation Approval Form by referencing the supporting documents. This should be an exact match.

- Send all documents to faculty.admin@yale.edu, and, if secondary, to primary department.

- Enter transaction in Workday.
Tips and Important Reminders

- Always include a comment to describe the event to the next approvers. Think from the perspective of the reader.

- Be sure to Submit your To-Do’s to complete the transaction.

- Reasons codes matter!
  - They guide business processes and integrations.
  - They are used for reporting and analytics.

- For help with tracking business processes, run these reports:
  - *Business Process Transactions Awaiting Action by Role* – Yale
  - *My Business Processes in Flight* – Yale

- For help with checking compensation:
  - *Academic - Compensation Details* - Yale
**View Compensation History** provides a view of all compensation related transactions that have ever been initiated.

*The tabs below will only appear if there is relevant activity.*
DEMO OF WORKSHEETS

- To access worksheets and additional information go to https://facultyadmin.yale.edu/managing-compensation-faculty.
Scenario 1: Rita James is a full-year, part-time tutor in the CTL. She is paid $16,600 for the year and works an average of 11 hours per week. She is hired by CompLit to teach a course in the fall for $8,250.

Scenario 2: Bob Baker is an unpaid professor adjunct in MCDB. He has been hired by Yale College to teach a course in the fall term for $10,000. In late October, it is discovered that he was also hired retroactively to teach a course in Public Health for $11,500. Later in the fall, Bob is hired to co-teach a course in MBB in the spring for $5,400.
Help resources are available for performing Workday-related tasks

- Training Guides
- Videos

To find help resources:

- From within Workday:
  Click on the cloud icon, or your photo, in the upper-right corner and select “Help” to go to Workday@Yale training.

- Go directly to Workday@Yale training:
  http://workday.yale.edu/training

- Contact Faculty Administrative Services:
  – Email: faculty.admin@yale.edu
Top Tips for Workday Users

• [https://workday.yale.edu/top-tips-workday-users](https://workday.yale.edu/top-tips-workday-users)

More Tips

• All transactions submitted in Workday are permanently stored in the system and can be found from the Search box.
  • **Tip:** Select a category from the left menu to limit the results.

• All transactions submitted on an employee record can be accessed by going to the Worker History.
  • **Tip:** Click the button, “View Worker History by Category” to view transactions in related groupings.
  • **Tip:** View all compensation transactions for an employee by clicking Actions, hovering over Compensation, and selecting “View Compensation History.”
Top Guides for Compensation Transactions

- **Manage Compensation (Academic)** – This guide is to be used for completing the following tasks for academic appointees:
  - Request Compensation Change
  - Request One-Time Payment
  - View Compensation Change or One-Time Payment Request
  - Correct your Compensation Change or One-Time Payment Request

- **Change Job: Work Week FTE/Location** – Walks you through the steps required to change someone’s work week hours and FTE.

- **Assign Payroll Costing Allocation** – Provides instructions for updating salary charging, especially useful for faculty with multiple assignments.

- **Hire Faculty Process** – Walks you through the entire business process for hiring a new faculty member, including the addition of compensation.
Tip for finding guides

• On the main Workday @ Yale Training site, scroll down the page to the box, All Training Resources, and click the link.

• This will bring you to the full library of guides.

• Select the Human Capital Management tab to filter on all guides related to employee record transactions.

• Then, you may either scroll through the list to find the appropriate guide, or use the filters to limit the results.