Walkthrough: Process for Part-Time Faculty Assignments and Contract Generation

(Faculty Bi-Weekly, Non-Exempt)

MyViterbi PA-1 system and USC Workday (WD) Academic

For Department Academic Faculty Analyst (WD role)

MyViterbi PA-1 process	USC Workday process
Department drafts and submits PA-1 through MyViterbi Faculty Bi-Weekly (non-Exempt) process, with all known pay instructions for contract period. Department sends to next step: Viterbi Business Affairs	
	Office of the Dean – Faculty Affairs receives email notification, returning faculty from Furlough (if applicable)
	Viterbi Business Affairs drafts compensation plan(s) for Faculty per information provided by the Department in the PA-1.
Viterbi Business Affairs sends PA-1 to next step: Office of the Dean – Faculty Affairs	Viterbi Business Affairs sends Workday compensation plan to next step: Department Faculty Analyst.
	Department Faculty Analyst drafts instructional information in Academic module to match Compensation. Sends to next step: Office of the Dean – Faculty Affairs
Office of the Dean – Faculty Affairs reviews PA-1 in MyViterbi and validates compensation and instructional plans against Workday. Approves.	Office of the Dean – Faculty Affairs reviews Workday record and validates compensation and instructional plans against PA-1. Approves.
	Faculty receives contract. Reviews and acknowledges.
Once faculty have approved their contracts in Workday, move record to Complete to archive transaction for future reference.	Department Faculty Analyst, Office of the Dean, and Viterbi Business Affairs run audit reports for signature, and may refer to compensation plan(s)

Process over time

Department Action
Viterbi Business Affairs Action
Office of the Dean – Faculty Affairs Action
Faculty Action

Creating a Part-Time faculty Contract Record

Overall Business Process:
MyViterbi PA-1 is used to communicate compensation and academic elements
To then be put into Workday.

Contract is generated from Workday, based on information provided in PA-1 and Actions in WD by Department Academic Faculty Analyst, HR/PA, and Office of the Dean.

Workday role mapping:
Academic Faculty Analyst = Department
HR/PA = Viterbi Business Affairs - Payroll
Office of the Dean = Viterbi Dean's Office

Additional Documents and Workflows can be found at:
https://vfa.usc.edu/workday-hcm-v-optimization/

Begin: initiate MyViterbi Payroll Authorization (PA-1)

Faculty: Non-Exempt Bi-Weekly

MyViterbi Payroll Authorization (PA-1): Faculty Bi-Weekly Non-Exempt

Payroll Authorization
Return to the Main Menu

PA-1 Information

- Fill out the form completely. Don't skip any sections or fields, they are all required.
- Be mindful of how to format information. Account numbers should look like USC Account Numbers. Same goes for Object Codes, Employee Numbers, and Home Department Codes.
- Use the autosuggestions as you type in Employee Names, Job Titles, Etc. They will help with consistancy in our data, and will help you search for the PA-1 you need later.
- PA-1 may be edited up until VBA Payroll begins the review process.
- If your request includes an account with insufficient funds it will be returned to you.
- Don't email VBA Payroll that you have just made a request. They already know.

Employee Type	Faculty Monthly ▾
PA-1	TK000007
Departmental Pay Authorization (DPA) Only for Non-VSOE Employees	☐
Employee Name	Last, First Match Social Security Card Employee Number _____
New Hire?	☐
Non-Resident Alien	☐
Notes (optional)	

Faculty Monthly
Faculty Biweekly/Part Time
Staff Monthly
Staff Biweekly
Student Monthly
Student Biweekly
Post Doc Research Associate Monthly Staff
Resource Employees

Proceed To The Next Step

Return to the PA-1 Dashboard

Return to myViterbi

Initiate PA-1 for **Faculty Biweekly / Part-Time.**

Provide **Employee Name** and **Employee Number**

Proceed to **Next Step**

MyViterbi Payroll Authorization (PA-1): Faculty Bi-Weekly Non-Exempt

Select Job Code:
Most Common:
066009 - Adjunct Lecturer*
066002 - Part-Time Lecturer

Enter Contract Start and End Dates:
08/16/20XX to 12/31/20XX
01/01/20XX to 05/15/20XX**

Enter Employee 100% FTE Salary:
This is the full-time equivalent salary provided each year during the Faculty Merit review and approval process.

*An "Adjunct Faculty" appointment is reserved for faculty who have "a primary profession, or career elsewhere" (Faculty Handbook 4-B(2)) that amounts to a "full-time position or career" (Faculty Handbook 4-B(4)) with health and other benefits outside the university. (per document, Faculty Teaching Less Than Full Time)

**USC Faculty Handbook, 3-B (5) Periods of Service: "Except for academic recess and University holidays, unless agreed otherwise by individual contract, the period of service for academic year faculty is from August 16 through May 15 of the following calendar year."

Per USC Viterbi's Teaching Faculty Load Profile (rev2016), "4.44% annual effort [is] assigned to each unit taught." 100% annual effort is therefore equivalent to 22.5 units.

MyViterbi Payroll Authorization (PA-1): Faculty Bi-Weekly Non-Exempt

Click here to **Add Earnline** for faculty

MyViterbi Payroll Authorization (PA-1): Faculty Bi-Weekly Non-Exempt

Provide course assignment efforts according to Viterbi's best practices (found in this document on page 19).

Entering a number of Units automatically populates fields: *Hours Per Week, Exam Hours, Total Number of Hours, FTE % Percent of Effort*.
Hourly Rate and *Total Assignment Pay* are automatically completed based on: *100% FTE Salary* provided in second step of the PA-1, and *Number of Units* (page 19).

If deviations from our Best Practices are necessary, Selecting **Manual Override** will make all fields freeform. Selecting Manual Override will also trigger a flag in next approval steps. Providing justification and/or pre-approval in Notes, on main page, is recommended if Manual Override is selected.

MyViterbi Payroll Authorization (PA-1): Faculty Bi-Weekly Non-Exempt

Example of automatic field population:

MyViterbi Payroll Authorization (PA-1): Faculty Bi-Weekly Non-Exempt

Notes on multiple assignments in *Add Earnline* process:

Multiple Assignments may be provided. ***Within each contract period, each Assignment Number may only be used once.***

So, if another PA-1 is submitted at a later time within the same contract period, any previous Assignment Numbers used will not be available. All Earnlines submitted, including those in a pending status, will be visible on all PA-1s, per faculty, per contract period.

If there are multiple Earnlines, the system will *automatically populate*:

Total Overall Units
Total Hours Per Week
Combined Total Assignment Pay
per Contract Period.

If the faculty meets the criteria for <u>benefits eligibility</u> for the contract period (refer to page 20), please indicate this in *Notes* for Payroll.

When Done, you may:
- Save as Draft
- Submit to VBA Payroll
- Delete PA-1 Draft
- Return to Menu without Saving

MyViterbi Payroll Authorization (PA-1): Faculty Bi-Weekly Non-Exempt

Payroll Authorization
Return to the Main Menu

Pending PA-1 Sent To VBA	Stats

Employee Type   Faculty Biweekly/Part Time
PA-1   TK000007
Employee Name Trojan, Tommy 1111111
	Prepared By: Taha Kapadia
	Status: Pending
	Created: Friday, October 2, 2020 2:00:43 PM PDT
	                      by Taha Kapadia
	
	Reviewed:
	Returned:
	Approved:
	Incomplete:
	Completed:
	Modified: Friday, October 2, 2020 2:00:43 PM PDT
	                      by Taha Kapadia

Next Steps

[Create New PA-1]   [Clone This PA-1]   [Return To Main Menu]

PA-1 is <u>Submitted to VBA Payroll</u>.

This triggers the following Actions:

- Office of the Dean will be notified and initiate ***Return from Furlough*** business process in Workday, if applicable.
- Viterbi Business Affairs – Faculty Payroll will initiate ***Edit Position -> Request Compensation Change*** in Workday, aligning all details provided in submitted PA-1.
  - If questions or clarifications are needed, Viterbi Business Affairs – Faculty Payroll will *Send Back PA-1* to Initiator.
  - Once the Compensation Change process is approved and completed,
    - Viterbi Business Affairs – Faculty Payroll will select PA-1: *VBA Approved – Sent to Office of the Dean*.
    - In Workday, the ***Update Academic Appointment*** sub-business process is triggered for your action.

Special Note regarding process so far:

<u>Compensation drives the academic appointment.</u>

If for any reason *Add/Update Academic Appointment* sub-business process is triggered in Workday <u>before</u> the compensation plans are completed and approved, <u>faculty compensation will appear *NULL*</u> on provided contracts.

As a best practice, wait for *Update Academic Appointment* to appear in your Workday inbox to perform this action. (An email from Workday will also alert you when this process is ready for your attention.)

Next: Workday Transactions

For Department Academic Faculty Analyst (WD role)

USC Workday Academic: Update Academic Appointment

You will receive a Workday notification to **Update Academic Appointment.** Follow prompt in your Workday Inbox or email notification

In **Update Academic Appointment,**

You will be able to *Verify:*
- Academic Unit,
- Employment Position,
- Appointment Track Type,
- Appointment Rank,
- Appointment Identifier

You will be asked to *Complete:*
- Start Date,
- Appointment Reason,
- Title,
- End Date,
- Provide Attachments or Comments, if needed

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USC Workday Academic: Update Academic Appointment

Start Date: This is the same as Contract Start Date provided in the PA-1

PA-1 Contract Start Date and
PA-1 Contract End Date
must align to
WD Appointment Start Date
WD Appointment End Date

PA-1 Contract Start Date = WD Appointment Start Date
PA-1 Contract End Date = WD Appointment End Date

USC Workday Academic: Update Academic Appointment

Appointment Information

Track	Primary - Primary - VTB ████████████
Track Start Date	08/16/2018
Track Type *	Adjunct Teaching
Track Type Category	Faculty
Reason *	[ ]
Rank	✕ Adjunct Lecturer
Named Professorship	[ ]
Appointment Specialty	[ ]
Constructed Title	Adjunct Lecturer
Title *	Part-Time Lecturer of Civil and Environmer
End Date	12/31/2020 📅
Identifier *	✕ Primary - Primary
Position Number	P01516889
Job Profile	066009 - Adjunct Lecturer
Roster Percent	25
Related Academic Unit	[ ]

Reason: Select
Update Academic Appointment >
Update Academic Appointment >
Generate New Part-Time Letter

Rank: Select
Adjunct Lecturer* (if Track Type = Adjunct Teaching) or
Part-Time Lecturer (if Track Type = Part-Time Teaching)

Named Professorship: Leave Blank
Appointment Specialty: Leave Blank

Title:
Part-Time Lecturer of [Discipline], or
a courtesy Adjunct Title (e.g., Adjunct Associate Professor of [Discipline]) if
granted in an appointment letter.
Viterbi does not have an Adjunct Lecturer of [Discipline] business title.

End Date:
This is the same as Contract End Date provided in the PA-1

Identifier:
Primary – Primary

Roster Percent: Leave Blank or Leave as-is
Related Academic Unit: Leave Blank

Other Adjunct types may be selected if a courtesy Adjunct Title (e.g., Adjunct Associate Professor of [Discipline]) is granted in an appointment letter.

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USC Workday Academic: Update Academic Appointment

Additional Appointment Information

Adjusted Title Start Date [MM/DD/YYYY 📅]

Academic Review Date

Track Start Date (Override) [MM/DD/YYYY 📅]

Additional Appointment Information:
Leave Blank

Current Appointment:
Available to View

Current Appointment

1 item

Appointm	Identifier	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Appointment End	Position Number	Job Profile
🔍	Primary - Primary	VTB - Sonny Astani Department of Civil and Environmental Engineering (CEE)	Adjunct Lecturer	Part-Time Lecturer of Civil and Environmental Engineering	25.00%	08/16/2018	08/16/2018	12/31/2020	P01516889	066009 - Adjun

[enter your comment]

Enter any **Comments or Attachments** relevant to the faculty record.

Attachments

Drop files here

or

[Select files]

You may **Save for Later**, or **Submit** to initiate sub-business process:
Update Academic Appointment : Edit Additional Data: Part-Time Teaching Assignments

[Submit] [Save for Later] [Cancel]

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USC Workday Academic: Update Academic Appointment

Update Academic Appointment : <u>Edit Additional Data: Part-Time Teaching Assignments</u>
Will appear as an Action in your Workday Inbox.

This sub-business process will enable you to provide all
Work Assignment Course Title(s)
Work Assignment Units
Work Assignment Start and End Dates
Over the provided contract period.

Considerations:
- These *should match the Assignment Earnlines provided* in the previously-submitted PA-1.
- Up to 8 assignments may be provided per contract period.
- Unless otherwise negotiated, as a best practice, any Service assignments carry a 0 unit weight.
- Part-time instructional faculty are expected only to teach. Any efforts outside of teaching, i.e. *research and service*, should be reported to the Dean's Office for approval. All efforts require an expected hourly effort, and assignment.

Once done, press **Submit.**

Final Review Process:

At this point, Office of the Dean role will be notified in Workday that a Part-Time faculty record is available for approval.

Office of the Dean will review the submitted PA-1 alongside the submitted Workday record, and verify assignment details for accuracy and alignment to policy.

Office of the Dean will then Approve, or Send Back to Initiator for corrections, in both PA-1 and Workday.

If Approved,

the Faculty will immediately receive a contract to acknowledge within Workday. You will receive an email indicating the PA-1 is Approved.

How Assignment Earnlines are Generated, Viterbi Part-Time faculty default effort profile:

Part-time faculty salaries are tied in a proportional, effort-based approach to benchmarked full-time teaching faculty salaries. In addition, we use a merit review process to recommend continued service and merit based pay increases.

So, each part-time faculty has a full-time equivalent salary. Each unit is 4.44% effort over an academic year. Each FTE is equal to 22.5 units.

Established USC Viterbi Compensation Formula:

PTL Hourly Calculation				
# of Units	1 unit class	2 unit class	3 unit class	4 unit class
Class Time	1	2	3	4
Office Hours	1	2	3	4
Prep/Grading	1	2	3	4
Total Hours per week	3	6	9	12
x15 semester weeks	45	90	135	180
Exam Week	6	12	18	24
FTE/Percent Effort	7.5%	15.0%	22.5%	30.0%
Semester Total	51 hours	102 hours	153 hours	204 hours

Calculating per-unit rates:				
[Sample] Full-Time Salary:		Viterbi FTE (Total Number of AY units)		
$70,000		22.5		
1-unit effort equivalent (Salary divided by 22.5):				
$3,111.11				
# of Units	1 unit class	2 unit class	3 unit class	4 unit class
Unit Compensation	$3,111.11	$6,222.22	$9,333.33	$12,444.44
Semester Total Hrs	51 hours	102 hours	153 hours	204 hours
Houlry rate	$61.00	$61.00	$61.00	$61.00

For part-time faculty, FTE and percent of effort are the same. Both are the total overall expected hours per week, divided by a 40 hour work week.

Each unit of work in Viterbi is expected to be equivalent to 51 hours total over 15 weeks plus an Exam Week.

Other Part-Time faculty considerations:

Proposed Job Code:	refer to your less-than-full time report, and/or Viterbi Information System department report
Core Object Code:	12770 -- P/T HOURLY FACULTY (Common)
Proposed Academic Title:	Part-Time Lecturer of [Discipline] (Common)
Proposed Administrative Title	Viterbi part-time faculty do not typically hold Administrative titles.
Contract Begin Date:	**8/16/20xx or 1/1/20xx**
Contract End Date:	**12/31/20xx or 5/15/20xx**
Current Percent of FTE	Total expected hours per week, divided by a 40 hour work week
Hours per week	Total expected hours per week, divided by a 40 hour work week
Benefits eligible	**Yes: If teaching at least two 3-unit courses in one semester or three 3-unit courses in an academic year**
	No: If not meeting criteria above
Assignment Type:	Teaching (Common)
	Teaching-Service Activities (if performing department service, need *Deans Approval*)
	If a part-time faculty is performing any effort above teaching, including servient and/or research, this must be documented as an Assignment with effort. Part-Time faculty are not automatically expected to perform service.
Actual Core Pay	Combined sum of all Assignments over a contract period
Assignment Start and End Dates:	In most all cases, *align to Contract Start and End Dates*, see also *USC Faculty Handbook, 3-B (5) Periods of Service*