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. <u>Department sends to next step:</u> <u>Viterbi Business Affairs</u>	
	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. <u>Sends to next step:</u> <u>Office of the Dean – Faculty Affairs</u>
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)

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/

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

Begin: initiate MyViterbi Payroll Authorization (PA-1)

Faculty: Non-Exempt Bi-Weekly

Payroll Authorization Return to the Main Menu			
 Be mindful of how to format info Use the autosuggestions as yo PA-1 may be edited up until VB If your request includes an according to the second second	Last, First Match Social Security Card Employee Number	A, and will help you search for the PA-1 you need later.	Initiate PA- for Faculty Biweekly / Part-Time. Provide Employee Name and Employee Number
	Proceed To The	Next Step	Proceed to
Return to the <u>PA-1 Dashboard</u> Return to <u>myViterbi</u>			Next Step

Payroll Authorization				
Return to the Main Menu				
		P,	A-1 Information	
Employee Type	Faculty Biweekly/Part Time			
PA-1	TK000007			
Departmental Pay Authorization (DPA)				
Only for Non-VSOE Employees				
Employee Name	Trojan, Tommy	Employee Number 1234567		
	·		- Select -	2
New Hire?			66002 - Part Time Lecture	er
Non-Resident Alien	0			
			66009 - Adjunct Lecture	
Employee Job Code	- Select -		CC012 Adjunct Assistant	Drafagaar of the Drastice
Employee Work Department Code	0505-50-0000		66012 - Adjunct Assistant	Professor of the Practice
Employee Work Department Name Employee Contract Start Date	Viterbi Business Affairs		66014 - Adjunct Associate	Professor of the Practice
Employee Contract End Date				
Employee 100% FTE Salary			66016 - Adjunct Professor	of the Practice
			66052 - Adjunct Research	Assistant Professor
			66054 - Adjunct Research	Associate Professor
			00050 A.K. 1.D. 1	
			66056 - Adjunct Research	Protessor
		Proceed To The Next Step		

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.

Click here to Add Earnline for faculty

Payroll Authorization		
Return to the Main Menu		
PA-1 Information		Stats
Employee Type Faculty Biweekly/Part Time Print	Prepared By:	Taha Kapadia
PA-1 TK000007	Status:	Draft
Modify Employee Information	Created:	
Employee Name Trojan, Tommy 111111	Reviewed:	
Employee Job code and Title 66002, Part Time Lecturer	Returned: Approved by VBA:	
Employee Work Department Code 0505-50-0000	Incomplete:	
Employee Work Department Name Viterbi Business Affairs	Sent To Dean Dept:	
Contract Start Date 11/01/2020	Approved by Dean Dept:	
Contract End Date 03/31/2021	Completed by Dean Dept	
Employee 100% FTE Salary \$70,000.00	Trashed:	
	Modified:	Friday, October 2, 2020 1:51:06 PM PDT
		by Taha Kapadia
All Earnlines for Trojan, Tommy for contract dates 11/01/2020 to 03/31/2021		
Add Earnline		
Notes		
Save As Draft Submit PA-1 To Viterbi Business Affairs Payroll Delete PA-1 Draft Don't Save. Return To Main Menu		
File Attachments		
Attach File Choose File No file chosen Upload		
Circles and the circles and the circles and circles an		

Add Earnline			
Assignment Number	Select Assignment Number 🗸		Colort Arrianment Number
Course Number			Select Assignment Number
Course Name			Assignment 1
Number of Units		Manual Overide	Assignment 2
Hours per week			Assignment 3
Exam Hours			Assignment 4
Total Number of Hours			Assignment 5
FTE and % Of Effort	<u>%</u>		
Hourly Rate \$			Assignment 6
Total Assignment Pay \$		Select	Assignment 7
Start Date		12770 P/T HOURLY FACULTY	Assignment 8
End Date		12771 P/T HOURLY FACULTY - SUMMER USE	
Account Number			
Object Code	Select		
Supervisor's Name	Chen, Andy Shangson	Supervisor's Employee Number 0128377	
			Don't Save Save This Earnline

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.

Example of automatic field population:

Add Earnline						^
Assignment Number	Assignment 1	~				
Course Number	100					
Course Name	ABC	Ī				
Number of Units	2		Manual Overide			
Hours per week	6					
Exam Hours	12					
Total Number of Hours	102					
FTE and % Of Effort	15	%				
Hourly Rate \$	61.00217864923748	Ĩ				
Total Assignment Pay \$		Ĩ				
Start Date	11/01/2020	Ĩ				
End Date	11/30/2020	Ĩ		Wilson commiste	Sawa Thia Formling	
Account Number	11-1111-1111	ī		when complete,	Save This Earnline	
Object Code	12770 P/T HOURLY FACUL					
Supervisor's Name	Trojan, Tommy		Supervisor's Employee Numbe	91234567		\sim
			_	·		\sim
						\sim
						\sim
						Don't Save Save This Earnline
						DUIL Save This Earline

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.

Pin Soliton Data Soliton Soliton Data Soliton Soliton Soliton Total Overall Units Soliton Soliton Approved by UsA. Explore thy UsA Described Total Approved by UsA. Soliton Total Overall Units Explore thy UsA Described Total Assignment Soliton Total Assignment Explore thy UsA Described Total Assignment Soliton Soliton Soliton Total Overall Units Total Overall Units Approved by UsA. Soliton Total Assignment Doe Described Total Assignment Approved by UsA. Soliton Soliton Soliton Soliton Total Overall Units Explore thy UsA Described Total Assignment Soliton Assignment Soliton Assignment Soliton Assignment Doe Described Total Assignment Approved by Described Total Assignment Soliton Assignment Soliton Assignment Doe Described Total Assignment Assignment Soliton Assignment Soliton Assignment Soliton Assignment Doe Described Total Assignment Assignment Soliton Assignment Soliton Assignment Doe Described Total Assignment Doe Coliton Assignment Doe Descrit	oll Authorization to the Main Menu PA-1 Information oyee Type Faculty Biveekly/Part Time Priot Prepared By: Taha K	Stats If there are multiple Earnlines, stats the system will <i>automatically populate</i> :
Image: Pail Status Assignment Number Course on Number of Number of Number of Hours	T K00007 Status: Draft Modily Enployee Information Created: Created: oyee Name Tojan, Tommy 111111 Reviewed: Reviewed: oyee Work Department Code 050-50-0000 Reviewed: Reviewed: oyee Work Department Name Vitebil Business Aflairs Sant To Dean Dept: Completed by Dean Dept: optioned To To Dean Dept: Completed by Dean Dept: Completed by Dean Dept: Completed by Dean Dept: optioned To To Dean Dept: Completed by Dean Dept: Completed by Dean Dept: Completed by Dean Dept: optioned To To Dean Dept: Completed by Dean Dept: Completed by Dean Dept: Completed by Dean Dept: optioned To To Dean Dept: Completed by Dean Dept: Completed by Dean Dept: Completed by Dean Dept: optioned To To Dean Dept:	Total Overall Units Total Hours Per Week Combined Total Assignment Pay per Contract Period
File Attack-ante	PA1 Status Assignment Number Course Units Hours per Week FTE and % of Hours Hourly Total Number of Rate FTE and % of Pay Hourly Start Stop Date Account Number Object Start Super Start arXi00007 Draft Assignment 1 100 - 2 6 12 102 15.00 \$61.00 \$6,222.22 11/01/020 11/	• No. Overdee If the faculty meets the criteria for benefits eligibility for the contract period (refer to pag 20), please indicate this in Notes for Payroll. When Done, you may: • Save as Draft

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 111111	Prepared By: Taha Kapadia Status: Pending Created: 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	Reviewed: Returned: Approved: Incomplete: Completed: Modified: Friday, October 2, 2020 2:00:43 PM PDT by Taha Kapadia

PA-1 is Submitted to VBA Payroll.

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:

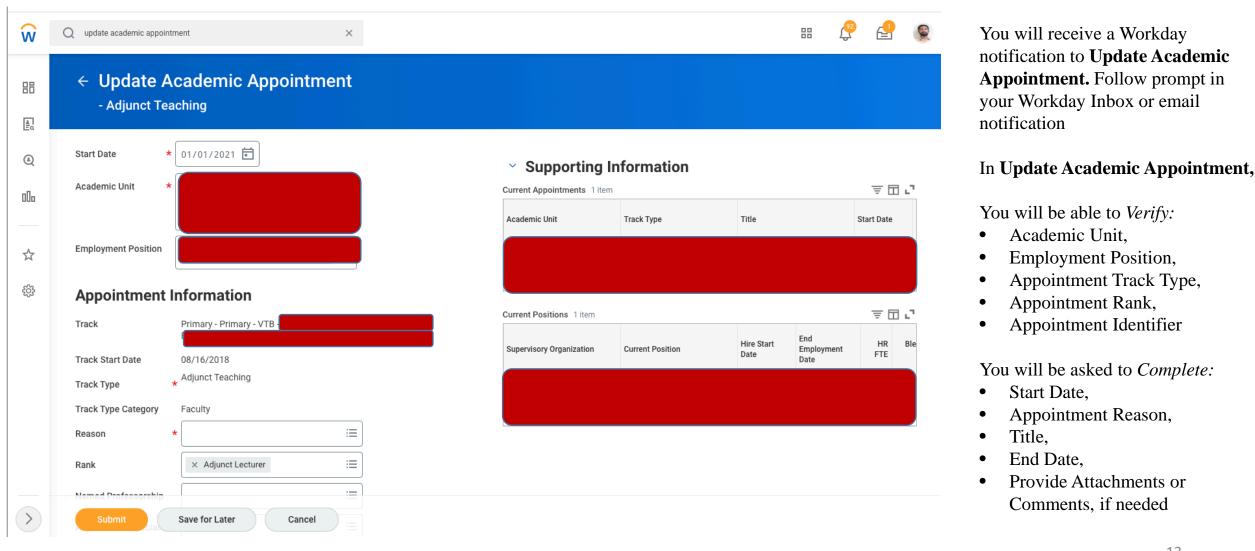
Compensation drives the academic appointment.

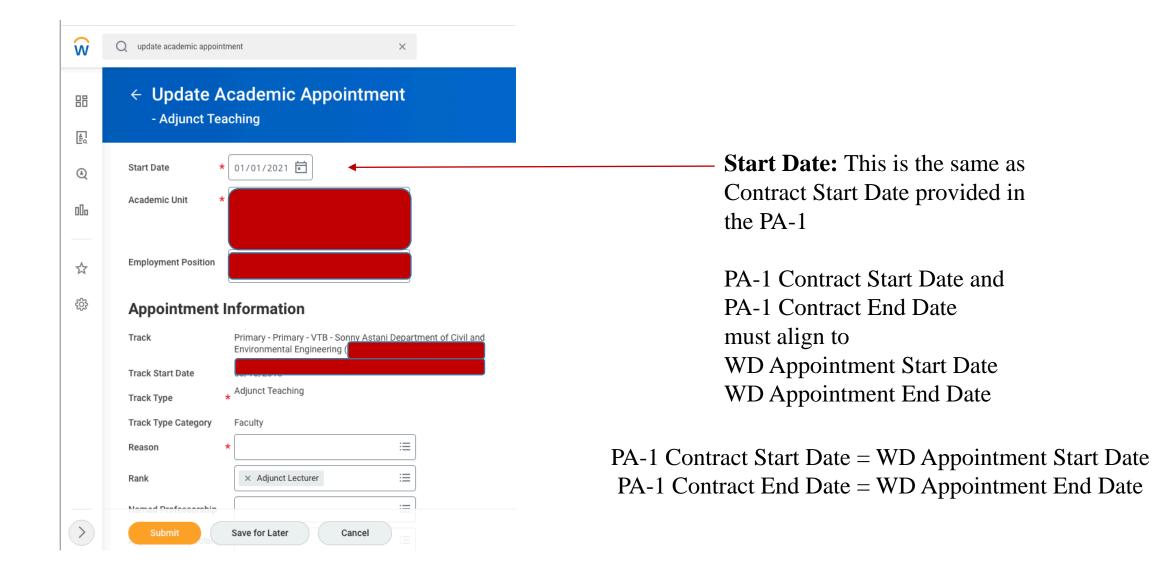
If for any reason *Add/Update Academic Appointment* sub-business process is triggered in Workday <u>before</u> the compensation plans are completed and approved, <u>faculty compensation will appear *NULL*</u> on provided contracts.

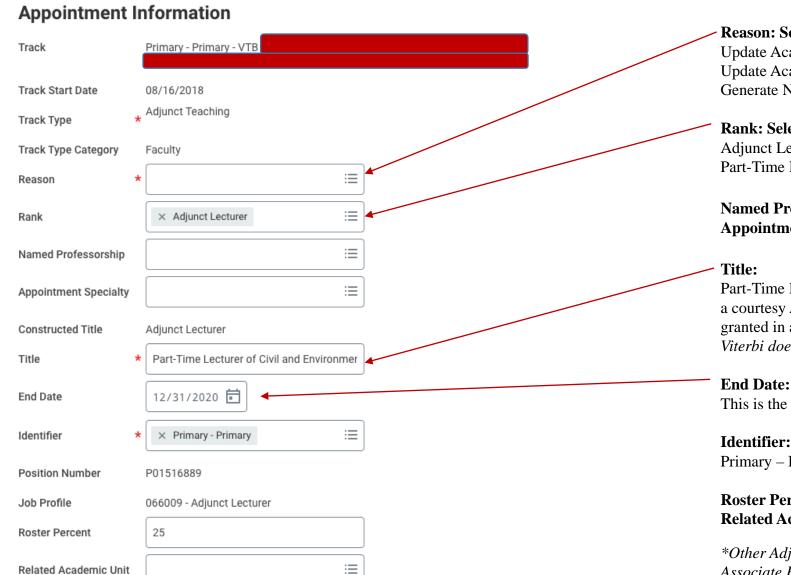
As a best practice, wait for *Update Academic Appointment* to appear in your Workday inbox to perform this action. (An email from Workday will also alert you when this process is ready for your attention.)

Next: Workday Transactions

For Department Academic Faculty Analyst (WD role)







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

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

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.

= Search Update Academic Appointment Appointment Update Academic Appointment > Batch Update Update Academic Appointment > Update Academic Appointment > Generate New Part-Time Letter

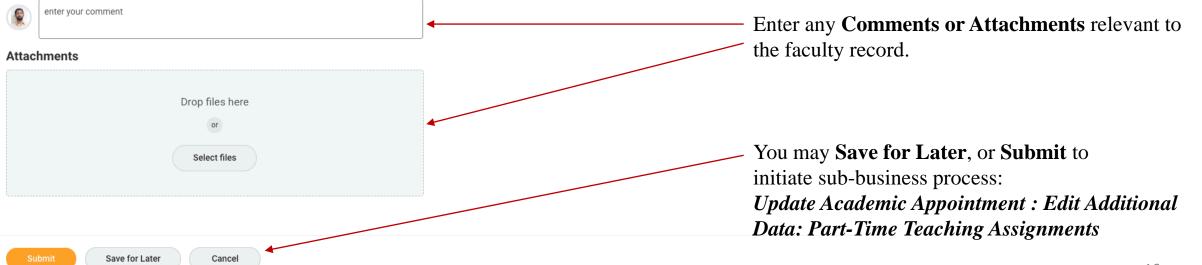
 Additional App 	pointment Information
Adjusted Title Start Date	MM/DD/YYYY
Academic Review Date	
Track Start Date (Override)	MM/DD/YYYY

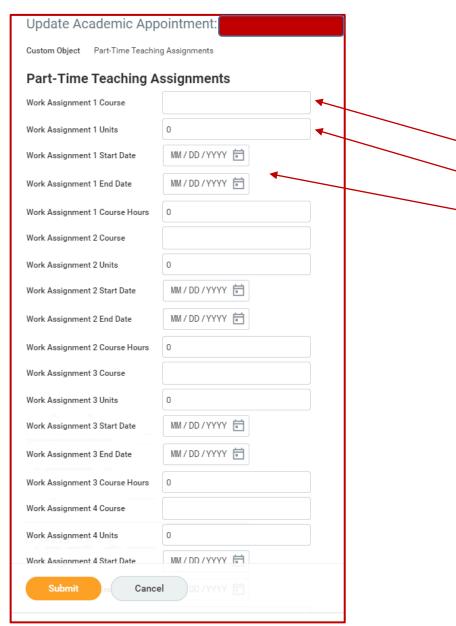
Additional Appointment Information: Leave Blank

Current Appointment: Available to View

Current Appointment

1 item	item							主田に		
Appointm	Identifier	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Appointment End	Position Number	Job Profile
Q	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 - Adjur





Update Academic Appointment : <u>Edit Additional Data:</u> <u>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, <u>Office of the Dean</u> 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	g per-unit rat	es:					
[Sample] Full-Time	e Salary:	Viterbi FTE	(Total Numbe	r of AY units)				
\$70,000			22.5					
1-unit ef	fort equivale	nt (Salary div	ided 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
<u>Assignment</u> 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