

## Agenda and Notes from Faculty Affairs Conference Call 07-08-2013

1. Minutes from last teleconference (May 28, 2013) were reviewed and are posted on the faculty affairs website.
  
2. Thank you to everyone who assisted with June payroll!!!
  - Approximately 1,000 faculty transactions were processed in the month of June; There was a ~2% error rate; so 98% of transactions went through as needed. This is thanks to many hours of hard work (early morning, late evenings, weekends) on the part of many people.
  - We are grateful to many helpers throughout the school: transactions were entered and/or approved by Faculty Affairs, Med Finance, HR, and multiple Departments.
  
3. Debrief June payroll
  - Overall: there were a stunning number of transactions and a fair number of process problems. Likely some of the issues were due to FY13 salary freezes and generally tight fiscal years prior to now. Also, restructure of medical school administrative support led to changes in people and personnel as well as some process. Following the month, we held a debrief to identify issues that were of concern. Those issues were reviewed:
    - **BJF**—ALL payroll transactions need a bjf to be processed with department signature, correct C-numbers, account distributions, total current cash compensation PRIOR to the requested action AND what the total cash compensation will be IF the transaction is approved. Failure to submit a bjf and/or incomplete information was the most common error causing bumps in June. Please use fonts that we can read! Sometimes font is so small we can't differentiate numbers
  
    - **Faculty Affairs Records Box:** ALL payroll transactions must be sent with full packet to the faculty affairs records box. This allows us to be sure we see all transactions and manage them in as timely way as possible.
  
    - **Denials:** we had a significant number of transactions DENIED by the departments and/or sponsored programs / MedREps. If something is inaccurate in the request, please DO NOT deny, but rather return the request. Denied requests need to be redone completely—reentered and then goes through the entire loop again. This was a substantial cause of bumps in June.
  
    - **Departments in the DHRS approval loops:** At the time of restructure, the departments were taken out of the approval loops when HR was going to be doing all of the transactions. However, departments requested to be put back in the approval loops, so the VCAs are now back in the loops. There were a substantial number of transactions that were STUCK at the department level or sponsored programs/ MEDReps etc. Faculty affairs CAN'T see these!!! So the departments MUST have someone responsible for

looking at these approvals. Several actions that did not go through were stuck because of this reason.

4. Definitions: departments used the following terms imprecisely causing much confusion
  - Overload: single, non-recurring payment (eg. lecture honorarium, legal consulting).
  - On-call payments (eg ER, coverage of pagers): need to request payment AFTER the event has occurred with schedule and/or documentation of when people worked
  - Administrative Supplements: For specific duties, annualized pay (eg. Vice Chair, head of quality improvement for the department). These need appointment letters with reporting lines, start date, end date (if applicable) and full salary articulation. Will send a template around a post on the faculty website
  - Bonuses / incentive / performance pay: per department policy (eg clinical or research), or by contract (eg for a leadership role associated with specific metrics).
5. July payroll – what is upcoming for this month?
  - New hires: 60 to 70 new hires in July
  - Incentives: early payment ONLY for approved subset of incentives at 50%

Other news:

**New** record box: Faculty affairs ***offer letter*** box—for sending offer letters and any recruitment-related information (creating new and replacement positions, draft offer letters, waivers of posting, advertisements for postings)

e-mail address: [faoletters@med.miami.edu](mailto:faoletters@med.miami.edu)

You can find this box by typing *faculty affairs offer letters* into Outlook and it will bring up this address.

**Existing** record box: Faculty affairs ***records*** box—for ALL payroll transactions, for new hire paperwork and UM-ID request

e-mail address: [facaffrecrods@med.miami.edu](mailto:facaffrecrods@med.miami.edu)

You can find this box by typing *faculty affairs records* into Outlook and it will bring up this address.

Open for questions:

Question— Will there be retroactive payments for on-call payments for work done? On-call payments must be paid AFTER the session has occurred, so I would not really use the label as retroactive. If there are people who didn't get paid for on-call or ER shifts, work with faculty affairs to provide documentation of days/ shifts worked and they will be paid.

The call adjourned at 12:40 pm. We will schedule another call in about a month