

Agenda and Notes from Faculty Affairs Conference Call 08-14-2013

- Minutes from prior teleconferences were reviewed and are posted on the faculty affairs website.
- Status of budget: Joe Natoli sent e-mail identifying that we closed the year after the audit just short of \$27M. In this setting, incentives will be paid at 75% of earned incentives
 - a. For clinical, research, and education incentives, 50% was paid in July (early payment) + 25% will be paid in September
 - b. For leadership incentives that were not eligible for early payment, 0% was paid in July + 75% will be paid in September
 - c. Now that we have been given clear guidance as the maximum payment of 75%, we are entering incentive payments now but they won't be paid until September;
- FY14 payroll actions are entered.
- We are close to having Ariba up and open for faculty positions. Should be on-line by the time of the next conference call.
- APT: getting ready for the October meetings
- Faculty affairs offer letter box

Open for questions:

- What to do with New hire paperwork? Because of payroll requirement, currently we need originals—so they need to be delivered.
- Paid voluntary we need originals for because they are getting paid (same as above) so need packages to be delivered
- Creating positions and offer letters to go to the offer letter box
- Once we are in ARIBA, all of those things are scanned and it should get easier
- What are the payroll deadlines? Payroll deadlines were sent, but will be sent again.

Questions about faculty affairs boxes:

New record box: Faculty affairs ***offer letter*** box

- This should be used for sending any recruitment-related information (creating new and replacement positions, draft offer letters, waivers of posting, CV, advertisements for postings(as word documents), Summary of recruitment (PAS 35)
- These are for creating positions and for writing offer letters
- Payroll requires original paperwork for the following:

- Need **ORIGINALS** for new hire paperwork (when someone has accepted an offer and is on-boarding)
- Need **ORIGINALS** for PAID voluntary to enter into the system

e-mail address: 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

- This should be used for ALL payroll transactions, UM-ID request, C-number requests
- All payroll: Pay increases, pay decreases, implementation of actions in letters, administrative supplements, on-call payments, lecture honorarium payments, etc.
- Account changes
- Terminations and separations
- Status changes / FTEE changes
- Leave of absences
- Department changes

e-mail address: facaffrecrods@med.miami.edu

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

The call adjourned at 12:25 pm. We will schedule another call in about a month