

TAMU ENGINEERING PROFESSORSHIPS & CHAIRS

Professorships and Chairs as Allowances

(all are to be coded as Distinguished Chair Stipends)

Professorships and Chairs should be added as monthly “Distinguished Chair Stipend” allowances in Workday. The calculations for Distinguished Chair Stipends will be as follows:

- 1) 11 month appointments: Professorship/Chair annual stipend ÷ 11 months (the number of months in the annual term) = amount to enter as monthly allowance.
- 2) 9 month appointments: Professorship/Chair annual stipend ÷ 12 months = amount to enter as monthly allowance. Since allowances are only paid on positions with active compensation periods, this will need to be entered on primary and summer positions. If the faculty member does not have a summer appointment or has a partial summer appointment, any summer amounts not paid via an allowance shall be combined and entered on one supplement to be paid at the end of the summer.

The end date on Distinguished Chair Allowances should be the end of the current Professorship or Chair appointment.

At each renewal or new award, the appointment letter should be attached to the allowance request and the end date should be entered accordingly.

Note: Workday currently prorates allowances based on an employee’s percent effort. Please watch for employees with reduced effort to ensure their allowance is entered correctly.

Entering Allowances in Workday

- 1) Pull up employee
- 2) Select Actions > Compensation > Request Compensation Change
- 3) Enter effective date, select faculty member’s applicable position, hit OK
- 4) Reason: Request Compensation Change > Allowance Adjustment; click on ✓ to save entry
- 5) Scroll down to “Allowance” & select Add > All Compensation Plans > Distinguished Chair Stipend (Note: Professorship and Chairs will all be entered as Distinguished Chair Stipend Allowances)
- 6) Enter Amount calculated per the instructions above; Frequency should be Monthly
- 7) Under “Additional Details”, enter Actual End Date as the end date listed on appointment letter.
- 8) Click on ✓ to save your entry
- 9) Enter Comments indicating the Professorship/Chair the faculty member has been awarded

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10) Attach the award/renewal letter

11) Submit

*******Don't forget to add your worktag/costing allocation*******

Costing Allocation

For the costing allocation, you will need to enter the Worker Costing and this is a time where you will enter Worker (Employee Name), applicable Position AND Earning (Distinguished Chair Stipend). **If you do not enter this Earning, the costing will follow the employee's worker position costing sources which will be incorrect.**

Example:

Include Existing Allocations

From

To

Worker Costing

Worker *

Position *

Earning

Position Restrictions Costing

Effective Date

Position Restrictions (empty)

You can leave the costing allocation open ended if the account being entered will be the account funding the professorship/chair indefinitely.

Contact Katie Cates, Jana Greig or Keisha Lamb if you have questions regarding the allowance process.

Contact Angie Wilson or Lona Warren in Engineering Faculty Services if you have questions about the professorship/chair award.