

## Workday/FADS Faculty Data Discrepancy Report Cheat Sheet - Most Common Discrepancies and Solutions

Discrepancy	Explanation	Action	Helpful Resource
<b>Full Name</b>	<i>This will most often be a mismatch between FADS name (which comes from the Penn Directory) and the legal name entered in Workday</i>	<p>Confirm with faculty member their <b>preferred professional</b> name for FADS, FEDES, and CV usage (this will be the name that appears on the CV once changed in FEDES). Preferred professional name may be different than legal name.</p> <p>If no change, you may ignore this discrepancy. Please let OAA know.</p> <p>If there is a change required:            FEDES: update under Public Profile Info tab.            FADS: email OAA, who will make the change.</p>	
<b>Dates (Start Date, End Date, or Approved Until Date)</b>	<i>Mismatch between start or end dates in FADS and WD AU</i>	<p>Check FADS to confirm correct start, end, and approved until dates. An update to WD AU appointment may be necessary (e.g. an Update &gt; Reappointment, if a recent reappointment has been approved, or an Update &gt; Administrative Correction if incorrect data was previously entered). Check for Future Appointment actions.</p> <p>*If you suspect the <i>current</i> dates are mismatched because the Future Appointment has not taken effect (e.g. an end date mismatch between current FADS approved until date and current WD approved until date <b>but</b> there is a reappointment action entered with a future start date and correct end date), please alert OAA - the discrepancy report should catch this.</p>	
<b>Title</b>	<i>Mismatch between tracks, ranks, or both</i>	<p>Check FADS to confirm correct track and rank. An update in WD SO, AU, or both may be necessary.</p> <p>For example: Dr. Doe is listed in FADS as an Associate Professor on the Tenure Track due to recent promotion. In Workday SO and AU, they are listed as an Assistant Professor on the Tenure Track. This is a Rank mismatch. The correct action would be to initiate the Promotion Business Process in WD SO: <i>Academic Promotion to New Rank in the Same Track</i>. Once initiated, this process will prompt an update to the WD AU record, to Update the Current Appointment rank due to Promotion, bringing Dr. Doe's record up-to-date.</p>	<p>*<b>Managing Academic Appointments in Workday:</b> <a href="https://www.workday.upenn.edu/docs/default-source/business-changes/academic-appointments-reference-guide-for-academic-partners.pdf?sfvrsn=41988e56_22">https://www.workday.upenn.edu/docs/default-source/business-changes/academic-appointments-reference-guide-for-academic-partners.pdf?sfvrsn=41988e56_22</a></p> <p>*<b>PSOM-Specific WD Help Documents:</b> <a href="https://www.med.upenn.edu/oa/faculty-affairs/workdaypenn.html">https://www.med.upenn.edu/oa/faculty-affairs/workdaypenn.html</a></p>
<b>MRY</b>	<i>Mismatch between Mandatory Review Year field in FADS with equivalent field in Workday (Academic Review Date or Probationary End Date)</i>	<p>Ensure the correct field is being used in WD. For C-E track, this is the Academic Review Date field. For Tenure track, it is the Probationary End Date field.</p> <p>*Reminder: FADS lists MRY in a YYYY-YY format, while WD uses <b>June 30, YYYY</b>.</p> <p>For example, a MRY of 2025-26 in FADS should be reflected as June 30, 2026 in the Academic Review Date or Probationary End Date field in WD.</p>	
<b>Status</b>	<i>Mismatch between FADS faculty status and WD status. Most often, this will be a mismatch between 'Active' and 'Terminated'</i>	<p>Determine which faculty status is correct and take necessary steps.</p> <p>If active in FADS but terminated in WD:            -- Did you submit the faculty termination form to OAA? (Required for all faculty terminations except deaths)            -- If faculty member had a recent change to unsalaried part-time faculty appointment, did you convert the WD record to Affiliate status?</p> <p>If Terminated in FADS but active in WD:            -- Does the faculty member have a Provost approved appointment?            -- Does the faculty record need to be terminated in WD?</p>	<p>* <b>Termination Form:</b> <a href="https://upenn.co1.qualtrics.com/jfe/form/SV_72shRVqIKdXqVqC">https://upenn.co1.qualtrics.com/jfe/form/SV_72shRVqIKdXqVqC</a></p> <p>* <b>Adding Affiliate Status to Record:</b> <a href="https://www.workday.upenn.edu/docs/default-source/tipsheets/workday@penn-supplementary-guidance-add-academic-affiliate-status-to-worker.pdf?sfvrsn=80d49256_5">https://www.workday.upenn.edu/docs/default-source/tipsheets/workday@penn-supplementary-guidance-add-academic-affiliate-status-to-worker.pdf?sfvrsn=80d49256_5</a></p> <p>* <b>Creating an Affiliate Record:</b> <a href="https://www.med.upenn.edu/oa/assets/user-content/documents/Workday/Workday%20AU%20Processes%20-%20Create%20Academic%20Affiliate.pdf">https://www.med.upenn.edu/oa/assets/user-content/documents/Workday/Workday%20AU%20Processes%20-%20Create%20Academic%20Affiliate.pdf</a></p>

In general, rely on FADS as the most up-to-date information for faculty actions.  
 Email OAA with any questions or if you are unsure of the correct process before making any changes in Workday.