

PennWorks
Perelman School of Medicine
Supplemental Guidelines for Faculty PennWorks Record Setup

May 2015

Major changes to this document since the most recently published version (January 2010) include:

Added guidelines related to Academic Clinicians - Part-time (track approved on July 1, 2012) and faculty on approved reduction in duties (pages 4, 10-12).

Changed all references in document from 'Health System Clinician' to the newly approved title 'Penn Medicine Clinician.'

Added guidelines related to part-time Penn Medicine Clinicians (formerly Health System Clinicians (page 15-17)

Refined guidelines related to 'Other Associated Faculty' (non-Penn Medicine Clinicians) and Academic Support Staff (page 18)

Added examples for Academic Clinicians - Part-time and faculty on approved reduction in duties (page 14). Added example for Part-time Penn Medicine (formerly Health System) Clinicians (page 17). Updated examples to reflect FY16 minimums for the rank and FICA maximums. (pages 13 and 16).

Perelman School of Medicine Supplemental Guidelines to PennWorks

Establishing and Maintaining Faculty Records

- PennWorks is a web-based user interface for the University's payroll system. It provides enhanced functionality and eases the limitations of the payroll system including the four job and eight distribution limits.
- **Standing and Associated Faculty**, and **Penn Medicine Clinicians** have three tabs in the system: **Bio, Roles/Distributions**, and **Faculty Compensation**.

This document will provide information about the **role/distribution** and **faculty compensation tabs** and will describe Perelman School of Medicine guidelines and practices for the management of faculty compensation and records in PennWorks. It is a supplement to the training documents for the system provided by the University.

The annual amounts listed on each role of a faculty member have a direct impact on the faculty member's benefits through the University and CPUP. The department needs to understand this impact before a faculty member's record is set up. It is recommended that the department develop a PennWorks worksheet for each faculty member using the relevant example in this document as a template (see pages 13, 14 and 17). This worksheet should be used as a reference/guideline for record setup.

Supplemental documents needed for this process:

1. **Provost Staff Conference minutes for the faculty member's appointment – final Provost approval is required before the individual's faculty appointment may be entered into PennWorks.**
2. **Final signed compensation and/or offer letter.**
3. **Worksheet showing projected sources of funding for salary for the current fiscal year.**

In addition, refer to the University's 'Onboarding Checklist' to assist in the process of hiring employees.

These guidelines do not include the credentialing and enrollment processes required for faculty and Penn Medicine Clinicians with clinical responsibilities.

I. Roles and Distributions Tab for Full-time Faculty:

The PennWorks interface tracks “roles” instead of “jobs” as were used in the UMIS payroll system. The following is a more in-depth explanation of these roles for **full-time faculty members on the Tenure, Clinician-Educator, Academic Clinician, and Research tracks**. See pages 15 through 18 for more information regarding Penn Medicine Clinicians and associated faculty members.

Full-time faculty members may have different types of roles, depending on what type of faculty appointment they hold, their CPUP and/or VA affiliation, and whether they hold administrative appointments for which they are paid a supplemental stipend.

- All Full-time faculty should have one role (and only one) that is their **Primary Academic Job** as approved by the Provost Staff Conference (see (1) below). In some cases, such as in the basic science departments, this may be a faculty member’s only role.
- All CPUP providers must have a role called ‘**CPUP Clinical Position**’ (see (2) below).
- Faculty with a VA appointment must have an **External Appointment** role (see (3) below).
- PennWorks allows for an unlimited number of administrative (A-1) roles for each individual. Faculty who perform administrative responsibilities may have either (or both) a **CPUP Administrative position** or an **Academic Administrative position** (See (4) below).

Refer to the addendum for more information about the earnings types and object codes to be used on distributions related to the faculty roles.

Types of Faculty Roles:

Each role must be entered by first choosing a valid University Job Class Code (JCC). For each role below, the appropriate Job Class Code/title is identified.

1. **Primary Academic Job** for full-time faculty (Tenure, Clinician-Educator, Academic Clinician, Research)
 - Use the Job Class Code for the faculty member's approved track and rank (<http://somapps.med.upenn.edu/fapd/documents/pl00032.pdf>). The primary academic job must agree with the Provost Staff Conference Minutes.
 - Annual amount: The salary for this role should be the greater of the minimum for the rank (established each year by the Perelman School of Medicine) or the total salary amount that will be run through University accounts (other than the CPUP interfund account). **The salary does not include incentives, or other variable pay.** Please see the addendum to these guidelines for more information on how to determine the annual amount paid for this role.
 - All salary on this role will be charged full University EBs.
 - Only University earnings types may be used on distributions on this role. Object codes correspond to the fund being used (i.e. University object codes must be used for University fund codes while CPUP object codes must be used for the CPUP interfund account). Refer to the attachment for a list of funds, earnings types and object code combinations.
 - The % FTE field on the primary academic job should be **100%**.

2. **CPUP Clinical Position** is a role used for all CPUP providers.
 - A CPUP Clinical Position is added by using the Job Class Code 315071. Choose 'CPUP clinical position' from the role description drop down list.
 - Salary on this role should be the remainder of the base salary (the amount that isn't on the primary academic job or paid for administrative jobs). Please see the addendum to these guidelines for more information on how to determine the annual amount paid for this role.
 - The salary on this role is not included as part of the employee's University Benefits Base, but may be eligible for CPUP benefits depending on the individual's eligibility and his/her department's participation.
 - The earnings type RMO or other CPUP earning types may be used on this role. However, only CPUP object codes 1511, 1513 or 1522 may be used on this role¹. Refer to the addendum for a list of funds, earnings types and object code combinations.
 - Academic Clinicians - Part-time and Faculty on Approved Reduction in Duties: Total salary on all roles should equal total prorated salary, based on percent effort and total salary. The % FTE field on this role should reflect the individual's **actual effort % (less than 100%)**

3. **External Appointments:** The system will permit tracking of external appointments such as those held by School faculty at the Veterans Administration Medical Center

¹ CHOP based practices should use 125x object codes

where the salary payments are not processed through the University payroll. It is expected that this information will be tracked.

- An external appointment is added by using the Job Class Code for the CPUP Clinical Position (315071) and choosing 'External Appointment' from the role description drop down list.
- Annual Amount: The annualized salary paid through the external appointee payroll. For the VA, includes both the Salary and the Market pay, but does not include incentive payments.
- Start and End Dates: of the External appointment only (end date may be open-ended)
- % FTE: for VA faculty, this is based on the number of 8ths during the period shown in the role start and end dates. Example: a 7/8ths appointment should be entered as **87.5%**.

4. Administrative Appointments: Faculty members may have administrative responsibilities that are beyond those that they would be expected to perform as part of their service to their departments, the School and the University. Examples of these faculty administrative roles include Deputy Chair, Vice Chair, Graduate Group Chair, Institute Director, etc. Faculty may also be assigned administrative roles through CPUP or the Health System. There are two types of faculty administrative roles in PennWorks: **Academic Administrative and CPUP Administrative**. The difference between the two roles is determined by whether the role's salary should be included in the calculation of the University benefits base and/or charged the CPUP partial EB rate.

Academic Administrative Appointments: To be used when the administrative salary is University benefits eligible and the University full EB rate will be charged. This is the preferred method.

- A University administrative appointment is added by using the Job Class Code for 'Faculty Admin Appointment (A-1)', 140010 and choosing the appropriate role from the role description drop down list.
- Role Description: The specific administrative role for which the individual receives a salary. A list of roles is provided in the dropdown box (e.g. Associate Dean, Graduate Group Chair, Vice Chair).

CPUP Administrative Appointments: To be used if the CPUP benefits rate is to be charged. The position's salary will usually not be eligible for CPUP benefits unless it is a "variable" department (contact your CPUP benefits specialist for more information). Only CPUP providers may have CPUP administrative appointments.

- A CPUP administrative appointment is added by using the Job Class Code for the CPUP Clinical Position, 315071, and choosing 'CPUP Administrative Appointment' from the role description drop down list.
- These roles should have a separately recognized salary and distributions. The Earnings type 'CST' and object codes '1511' or '1522' should be used on the distributions.¹

¹ CHOP based practices should use 125x object codes

For both types of administrative appointments:

Annual Amount: Administrative Salary is paid for specific administrative duties beyond regular teaching, research and service responsibilities. This may include duties performed on an interim basis. The salary should be the annual amount received for the role (for instance: if the person receives only one payment a year, the amount should be equal to that one payment). If the person assumes the role mid-year, the annual amount should be equal to the amount they would have earned had they held the role the whole year.

Role Org: Indicates the organization for which the individual *performs the administrative role* (which may be different from the home org).

Role Title: The title corresponding to the administrative role. This option is provided for you to explain the Role in free form text and does not have to correspond to a job title in Payroll. For example, you may choose the role 'Graduate Group Chair' from the drop down box and enter the title 'Graduate Group Chair for Cell and Molecular Biology' in free form text for more specificity.

Interim Position: Indicate whether the individual holds this role on an interim basis (Y/N).

Specifics Related to All Types of Roles:

Records are now locked by default (see flag on role/distribution tab) and only the home org can unlock a locked record. This will prevent other organizations from adding roles for a faculty member without the home department's knowledge or approval. If you want to give permission to another organization to add a role for one of your faculty members, you must unlock the record and coordinate the addition of the role with the org (alternatively, you could add the role for them). After the org has added the new role, you should re-lock the record. The other org will be able to maintain this role (based on role org level security), but cannot view or edit any other roles or tabs.

Annual amount: The annual amount for each role should be the annualized amount expected to be paid for that role for the fiscal year at a given point of time, regardless of the actual start date of the role. (See the addendum for guidelines regarding the amount of salary to be shown on each role.)

Start and End Dates: The start and end dates for each role should reflect the start date for the role and the end date should either be the end date of the role, if known, the end of the fiscal year (if the appointment needs to be renewed annually), or null if there is no end date (as in the case of tenured faculty).

Example of Mid Year Start Date: A full professor begins his faculty appointment mid-fiscal year on 1/1/2015 and his salary is set at \$150,000. The annual amount on his roles should total to \$150,000, the pay period amounts for all roles would total \$12,500 (\$150,000 divided by 12) and the start date is 1/1/2015 and the end date is null. If this were an assistant professor on the tenure track, the end date would be the last date of his first appointment term.

Example of Mid Year Salary Increase: A full professor is given a mid-fiscal year salary increase effective January 1. His new salary is set at \$150,000. The annual amount on his roles should total to \$150,000, the pay period amounts for all roles would total \$12,500 (\$150,000 divided by 12), the start date is 1/1 and the end date is null.

FICA Maximum: For CPUP providers, the lesser of the total salary or the established University FICA maximum in effect at the time must be charged to a University object code so that the University full-time employee benefits rate is charged (these University full-time EB object codes can be used on either the Primary Academic or CPUP Clinical Position roles). Any salary above the FICA maximum may be charged the CPUP partial employee benefits rate using the CPUP earnings types and object codes, but those codes can only be used on CPUP Clinical and CPUP Administrative roles.

Perelman School of Medicine Practices Related to Roles:

- The sum of the annual amounts for the faculty member's roles should be equal to the sum of the salary buckets as shown on the faculty compensation tab (see section II below. Exceptions to this rule would include faculty on reduced duties for reasons other than retirement.
- The compensation tab should be updated at the time there is an approved change in salary.
- The annual amount for a role may not be equal to the sum of the distribution payments for that job because the annual amount does not include incentive payments or other special earnings type payments, or the individual may have started in the role midyear.
- The annual amount, pay term and start and end dates are used to calculate the pay period amount. The pay period amount for faculty may be overwritten but you will be asked to recertify the data.
- All faculty with home orgs in the School of Medicine have a pay term of 12 months.
- The School of Medicine does not use the jobs called Summer Research and Summer Teaching which are used by other schools with nine-month academic appointments.

II. Faculty Compensation Tab

This tab captures the salary commitment to standing and associated faculty and Penn Medicine Clinicians. Refer to the Policy on Faculty Compensation for more information (available at the School of Medicine policies and procedures website).

Access to the Faculty Compensation tab is limited to either “update” or “inquiry with no update capability” and is restricted to administrators with home org access. The ability to update the information in this tab is restricted to a limited number of departmental administrators (in most departments, the most senior BA with payroll access). The salaries for newly appointed faculty must be approved by the EVP/Dean’s office during the recruitment process. In addition, mid-year changes to salary for existing faculty need to be approved by the EVP/Dean’s office and can be entered into PennWorks if approved. Changes to faculty compensation will be monitored by the School.

For full-time faculty paid by external payrolls (VA or HHMI), the full salary commitment should be tracked in this tab, including the amount paid through non-University payrolls.

For faculty on approved reduction of duties, the amount of salary shown on the compensation tab will vary, depending on the reason for the reduction.

- For faculty on an approved reduction of duties in anticipation of retirement, the total salary should reflect the actual reduction in salary and be the same as the sum of the role salaries. For example, a faculty member whose salary was \$200,000 whose efforts are being reduced by 20% will have a total salary (base plus base salary supplement) of \$160,000.

- If the reduction in duties is for childcare or another time-limited reason, such as illness, the total salary shown on faculty comp tab should continue to reflect their total annual salary while the salaries on their role tabs should be reduced to reflect the reduction.

Definitions of Categories of Compensation:

Academic Base: Applies to Standing Faculty only (Tenure and Clinician-Educator)

University Definition: Academic Base Salary is salary paid for regular, full-time academic duties of standing faculty (teaching, research, service) as derived by each school.

Perelman School of Medicine Practice:

- Generally, for Clinician-Educators, the amount of the Academic Base should be the minimum for the rank (MFR)

For Tenure track faculty, Academic Base is the amount specified on salary letters and can range from the minimum for the rank (MFR) up to the full salary in FY13 for grandfathered faculty. It does not include additional salary for administrative appointments, performance incentives or bonuses. Contact the Office of Decision Support and Analysis for more information (dsa-psom@upenn.edu)

Faculty Salary: Applies to Non-Standing Faculty (Academic Clinician, Research)

University Definition: Salary normally paid for academic duties of non-standing faculty. It does not include extra salary for administrative appointments, overload teaching, summer research, summer teaching and summer administrative appointments, and performance incentives or bonuses

Perelman School of Medicine Practice:

- For full-time faculty, the Faculty salary should equal the Minimum for the Rank (MFR).
- For Academic Clinician - Part-Time, this may equal the Minimum for the Rank or Total PT salary whichever is lower.

Base Salary Supplement: Applies to Standing or Non-Standing Full-time Faculty only

University Definition: Salary in excess of Academic Base or Faculty Salary that is guaranteed for a defined term. This pay is often necessary for recruitment and retention but may be reduced or eliminated at the School's discretion, or in accordance with any written agreement between the school and the faculty member. The Base Salary Supplement does not include extra salary for administrative appointments, overload teaching, summer research, summer teaching and summer administrative appointments, and performance incentives or bonuses. The Base Salary Supplement is not included in calculations of summer ninths for summer research stipends, summer teaching stipends and overload teaching stipends. Note: only individuals with Academic Base Salary or Faculty Salary may have a Base Salary Supplement.

Perelman School of Medicine Practice:

- This is NOT an Administrative Stipend.

- Generally this salary is the amount of base salary that faculty receive above the minimum for the rank or academic base salary. For Academic Clinician - Part-time, this is usually the amount above the MFR, but may be zero if the total part-time salary is less than the MFR.
- In general, the Academic Base Salary (or Faculty Salary for Non-standing Faculty) plus the Base Salary Supplement will add up to the Total Annual Base Salary. For Academic Clinician s– Part-time, these two elements will equal their PT (prorated) annual salary.

Staff Salary: Applies to Staff with part-time faculty appointments (e.g. Senior Research Investigators and Penn Medicine Clinicians). See pages 15 through 17 for more information about these types of employees.

University Definition: Salary that is normally paid for staff member duties, for those faculty who hold staff positions as their primary job (e.g. Senior Research Investigators and Penn Medicine Clinicians).

Perelman School of Medicine Practice:

- Applies to associated faculty and academic support staff who hold staff positions as their primary job
- This salary should contain the entire salary of these individuals (i.e. for these individuals, the salary they receive for their staff role while their faculty roles are unsalaried).

Administrative Stipend- Refer to the Policy on Administrative Stipends for more information (available at the School of Medicine policies and procedures website):

University definition: Salary paid for administrative appointments beyond regular teaching, research and service responsibilities. May include duties performed on an interim basis.

Perelman School of Medicine Practice:

- Position and salary must be approved by Home department Chair and Dean if position is outside the faculty member's home department.
- Appointments should be documented annually including responsibilities, salary, and start and end dates.
- The amount here is a total of all administrative stipends, including both CPUP and University Administrative position salaries.

Eligible for Incentive – Indicate if faculty member is eligible for an incentive program.

Practices related to Faculty Compensation Tab:

- **As stated previously, the salary amounts on this tab should equal the sum of the salaries for all roles as shown on the role/distribution tab with the exception of faculty on reduced duties for reasons other than retirement (see page 9 and below).**
- Changes to this tab are made either during the annual salary increase process or by the administrator with update access **after approval by the EVP/Dean**. In general, the components of salary are set annually during the increase approval process and will not change during the year.
- If changes need to be made to the compensation tab salary buckets at times other than during the salary increase process, a memo should be submitted for approval to the EVP/Dean explaining the rationale for the change, the amounts and the effective period. Examples of such changes would be equity adjustments, new administrative position or termination of an administrative appointment.
- Faculty with paid VA or HHMI Appointments - The salary buckets shown in the Faculty Compensation tab should include the amounts paid through the VA or HHMI, the obligation for which may be transferred back to the University upon the end of the VA or HHMI appointment.
- For faculty on approved reduction of duties, the amount of salary shown on the compensation tab will vary, depending on the reason for the reduction in effort.
 - For faculty on an approved reduction in anticipation of retirement: the total salary should reflect the actual reduction in salary (same as the role salaries). For example, a faculty member whose salary was \$200,000 whose efforts are being reduced by 20% will have a total salary (base plus base salary supplement) of \$160,000
 - If the reduction in duties is for childcare or another time-limited reason, the total salary shown on faculty comp tab should continue to reflect their total annual salary while the salaries on their role tab/s should be reduced to reflect reduction.

III. Relationship Between the Faculty Compensation and the Role/Distribution Tabs in PennWorks for Full-time Faculty

The following chart is provided to illustrate the relationship between the faculty compensation tab and the role/distribution tab for the four full-time faculty tracks (Tenure, Clinician-Educator, Research and Academic Clinician).

Examples by full-time faculty track (assume all are full professors with a total base salary of \$150,000):
Minimum for Rank = MFR (\$101,560 in FY 2016)
FICA Max = FM (\$118,500 as of 7-1-2015)

	A	B	C	D	E	F
Faculty Compensation Tab	Tenure-Basic Science	Tenure-With Clinical Responsibilities	Clinician-Educator – No funding	Clinician-Educator-Research funding	Academic Clinician	Research
Academic Base	\$101,560 (min for the rank)	\$101,560 (min for the rank)	\$101,560 (min for the rank)	\$101,560 (min for the rank)	NA	NA
Base Salary Supplement	\$48,440	\$48,440	\$48,440	\$48,440	0	0
Faculty Salary	NA	NA	NA	NA	\$150,000	\$150,000
Total base salary	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Role/Distribution Tab: * see the addendum for guidelines to determine the annual amount for each role						
Role 1: Professor						
Annual Amount for Role:	\$150,000 (usually total base salary)	\$101,560 to \$150,000 (must be at least the minimum for the rank)	\$101,560 (minimum for the rank)	\$125,000 (amount funded by research grants)	\$101,560 (minimum for the rank)	\$150,000
Distributions for Role (Earnings Type/Object Code):						
RMO/5010 or 15xx ² (depending on funding source)	\$150,000	\$101,560 to 150,000 or \$118,500 (FICA maximum)*	\$101,560 *	\$125,000 (amount funded by research grants)	\$101,560*	\$150,000
Role 2: CPUP Clinical Position						
Annual Amount for Role:	NA	0 to \$48,440	\$48,440	\$25,000	\$48,440	NA
Distributions for Role (Earnings Type/Object Code):						
RMO /1522 ¹		\$0 to 48,440	\$14,940	\$0	\$14,940	
RMO /1511 ¹		\$43,200**	\$31,500**	\$25,000**	\$33,500**	
Total Annual Amount for both roles	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000

* The distributions charged the University full benefits rate to meet the FICA maximum (changes on July 1 of each year) may be split between academic job and CPUP clinical position

**must be paid on CPUP clinical position

¹ CHOP based practices should use 125x object codes

IV. Examples: Academic Clinicians – Part-time and Faculty on Reduction in Duties

Assume total base salary of \$150,000 if Full-time;
Assume actual FTE is 80% for a prorated salary of \$120,000
Minimum for Rank = MFR (\$101,560 in FY 2016)
FICA Max = FM (\$118,500 as of 7-1-2015)

	A	B	C
Faculty Compensation Tab	Academic Clinician Professor-Part-time 80% time	CE Professor Reduced Duties - Retirement	CE Professor Reduced Duties Child Care or other Time limited reason
Academic Base	NA	\$101,560 (min for the rank)	\$101,560 (min for the rank)
Base Salary Supplement	\$18,440	\$18,440	\$48,440
Faculty Salary	\$101,560 (min for the rank)	NA	NA
Total base salary	\$120,000	\$120,000	\$150,000
Role 1: Faculty Role:			
Annual Amount for Role:	\$101,560 Minimum for rank	\$101,560 (minimum for the rank) or total salary if not CPUP	\$101,560 (minimum for the rank) or total salary if not CPUP
RMO/5010 or 15xx ³ (depending on funding source)	\$101,560 or less if less than Minimum for rank	\$101,560 or total salary*	\$101,560 or total salary*
Role 2: CPUP Clinical Position			
Annual Amount for Role:	\$18,440	\$18,440	\$18,440
Distributions for Role (Earnings Type/Object Code):			
RMO /1522 ¹	\$16,940	\$16,940	\$16,940
RMO /1511 ¹	\$1,500**	1,500**	1,500**
Total Annual Amount for both roles	\$120,000	\$120,000	\$120,000

* The distributions charged the University full benefits rate to meet the FICA maximum (changes on July 1 of each year) may be split between academic job and CPUP clinical position

**must be paid on CPUP clinical position

¹ CHOP based practices should use 125x object codes

IV. Penn Medicine (Health System) Clinicians

The following section applies to employees who are hired through the University as Penn Medicine Clinicians, formerly called Health System Clinicians. In addition to their University staff positions, Penn Medicine Clinicians may have an approved academic appointment commensurate with their academic credentials (as either clinical faculty or clinical associates). The Penn Medicine Clinician appointment follows the University's staff recruitment procedures, as well as the PSOM faculty recruitment process.

Role and Distribution tab for Penn Medicine Clinicians:

Penn Medicine Clinicians (HSC) may have three roles or more if they work at the VA or have administrative responsibilities.

- The primary role is called **Penn Medicine Clinician**, a University staff role.
- All Penn Medicine Clinicians may have an **Academic Role** as either associated faculty (clinical faculty track) or clinical associate. This role must agree with the approved faculty appointment.
- All CPUP providers must have a role called '**CPUP Clinical Position.**'
- Penn Medicine Clinicians with a VA appointment must have an **External Appointment** role.
- Penn Medicine Clinicians who perform administrative responsibilities may have either (or both) a **CPUP Administrative position** or an **Academic Administrative position**. External Appointments and Administrative Appointments should be set up as described on pages 3 through 5 if applicable.

Specifics related to roles of Penn Medicine Clinicians:

- A Penn Medicine Clinician is added by using the Job Class Code for Penn Medicine Clinician (110193) after approval is received through the Human Resources Online Recruitment system.
- A CPUP Clinical Position is added by using the Job Class Code for CPUP Clinical Position, 315071. Choose 'CPUP Clinical Position' from the role description drop down list.
- An academic job may be entered as a role, using the appropriate Job Class Code for the approved faculty appointment as shown in the document: <http://somapps.med.upenn.edu/fapd/documents/pl00032.pdf>
- All salary and distributions should be shown on either the Penn Medicine Clinician job or CPUP Clinical Position. The academic job usually has a salary of \$0 and no distributions. See the example on page 17 for more information. You may also refer to the addendum for a further explanation of factors to consider when determining the annual amounts for these two roles.
- For Penn Medicine Clinicians, the salary on their HSC position should be the minimum for their academic rank (if they have one) or the FICA maximum and the remainder of their salary may be put on a CPUP Clinical position.

Part-time Penn Medicine Clinicians – follow the guidelines for Penn Medicine Clinicians with the following differences:

Salary components (see pages 11 and 17 for description of salary components)

- **The compensation tab should reflect the *prorated* salary in the staff salary category only.**

Specifics related to roles of Part-time Penn Medicine Clinicians:

- The Job Class Code for Part-time Professional (399125) is used instead of the one for Penn Medicine Clinicians.
- The salaries on the role tabs should add up to the prorated (not annualized) salary total.
- The % FTE on the Part-time Professional position should reflect the actual percentage of time for which this position is approved.
- Changes to full-time status requires a new HR-1

Faculty Compensation tab for Penn Medicine Clinicians

Penn Medicine Clinicians are considered full-time University staff who may have unpaid faculty appointments. As such, the approved total base salary for these positions is classified in the faculty compensation tab as ‘Staff Salary.’ They do not have a Base Salary Supplement.

Relationship Between the Faculty Compensation and the Role/Distribution Tabs in PennWorks for Penn Medicine Clinicians

Faculty Compensation Tab		A	A
		Penn Medicine Clinician with Clinical Professor appointment	Part time Penn Medicine Clinician with Clinical Professor appointment
Academic Base		NA	NA
Base Salary Supplement		NA	NA
Faculty Salary		NA	NA
Staff Salary		\$150,000	\$120,000
Total salary		\$150,000	\$120,000
Role/Distribution Tab:			
Role 1:		Penn Medicine Clinician	Part-time Professional
Annual Amount for role:		\$101,560 (MFR)	\$101,560 (MFR)
Distributions for role (Earnings Type/Object Code):			
RMO/5100		\$101,560 (MFR)	\$101,560 (MFR)
Role 2:		CPUP Clinical Position	CPUP Clinical Position
Annual Amount for role:		\$48,440	\$18,440
Distributions for role (Earnings Type/Object Code):			
RMO/1522 ¹		\$16,940	\$16,940
RMO/1511 ¹		\$31,560 *	\$1,560 *
Role 3: Clinical Professor			
Annual Amount for Role		\$0	\$0
Total Annual Amount for all roles		\$150,000	\$120,000

* must be paid on CPUP clinical position in order to charge the CPUP partial EB rate

¹ CHOP based practices should use 125x object codes

V. Other Associated Faculty (Wistar, Adjunct, etc.) or Staff (non-Penn Medicine Clinicians) with associated faculty appointments

Some staff or others may have associated faculty appointments in order to accomplish their academic duties. These appointments are unsalaried but should be set up as roles, separate from any staff position held. Any salary and distributions that are received for a staff role should appear on the staff role and be included on the faculty compensation tab as ‘staff salary.’ Staff who do not have an academic role will not have a faculty compensation tab. Associated faculty who are unsalaried should not have any salary on their faculty compensation tab.

Examples: Other Associated faculty (with or without staff position)

		A	B
Faculty Compensation Tab		Sr. Research Investigator with Adjunct appointment	Adjunct Professor
Academic Base		NA	
Base Salary Supplement		NA	
Faculty Salary		NA	
Staff Salary		\$150,000	
Total salary		\$150,000	Unsalari ed
Role/Distribution Tab:			
Role 1:			
Sr. Research Investigator	Annual Amount for role:	\$150,000	NA
	Distributions for role (Earnings Type/Object Code)::		
	RMO/5100 or 5101	\$150,000	NA
Role 2:			
Adjunct Professor	Annual Amount for role:	\$0	\$0
Total Annual Amount for all roles		\$150,000	Unsalari ed

VI. Academic Support Staff (Research Associates, Post Doctoral Fellows, etc.)
Individuals with Academic Support Staff appointments are not eligible for faculty compensation tabs.