UDW+ TOTAL COMPENSATION DASHBOARD

Training Session for "Department Administrators"

TRAINING PURPOSE AND AGENDA

- In today's session, you will learn about the newly available UDW+ Total Compensation dashboard.

  ○ What does this mean for you?

  ○ What information is available to you?

  ○ How to use this new dashboard?

  ○ What is the access process?

  ○ Who do you contact for questions and support?

ABOUT THE UDW+ TOTAL COMPENSATION DASHBOARD

In UDW+, compensation data are secured by chartfield and supervisory organization. This model inadvertently prevents a department administrator from seeing total compensation when a faculty member is paid from sources outside those parameters, such as from another department or global site.
The **UDW+ Total Compensation Dashboard** provides access to all compensation sources for full-time faculty and professional researchers.

Department administrators responsible for administering sponsored awards must have access to the compensation data from ALL NYU sources to ensure compliance with sponsor and NYU requirements.
NYU **must ensure** that all faculty salaries charged to sponsored projects are calculated using the Institutional Base Salary (IBS).

WHAT IS INSTITUTIONAL BASE SALARY (IBS)?

- IBS is the annual compensation that NYU pays a faculty employee over a 9-month or 12-month appointment, whether that individual's time is spent on teaching, research, service, or administrative duties.

    IBS includes:

    - o Departmental Base Salary (DBS), assigned yearly to that individual for teaching, research and service, AND

    - o Any increases in this base due to administrative appointments such as chair of a department, undertaken during regular University semesters.

- For faculty with 9 month appointments, the rate of pay for one month is calculated as 1/9th of the IBS. This number is then multiplied by the percent effort committed to the project.

- A sponsor may cap the amount of salary NYU may receive, e.g., NIH limits the annualized salary charged to its grants.

Note: No more than 95% should be charged to a grant in any given month. This may be lower for faculty with administrative duties such as those cited above.

WHAT TO INCLUDE OR EXCLUDE FROM IBS?

Faculty Effort – Included in IBS	Faculty Effort – Excluded from IBS
Externally sponsored research, including seminars, delivering special lectures about the ongoing sponsored program, attending related meetings and conferences.	Extra-service pay, such as compensation for short-term assignment at Global Sites, or teaching during minimesters, and-including Intra-institutional consulting across departmental lines and in addition to regular workload Consulting and other outside compensated professional work including service on scientific advisory boards compensated by external organizations.
Departmental/University research and unfunded effort on externally funded projects.	Volunteer community or public service.
Instruction/University supported academic effort, including presentations to students, mentoring trainees.	Veteran's Administration compensated activities outlined in a Memorandum of Understanding
Administrative effort, e.g., Department Chair, Institute Director, service on institutional Committees, faculty advisory boards.	Clinical Services Effort: Salaries from separately organized clinical practice plans are excludable from IBS when they are not: a) Guaranteed; b) Set/determined by NYU; or c) Part of the appointment contract.
Effort expended on preparing proposals.	Bonuses, incentives and certain "one-time" payments for which other compensation is paid by NYU

SPA HANDBOOK POLICIES

- IBS Policy: https://www.nyu.edu/research/resources-and-support-offices/sponsored-programs-administration-handbook/institutional-base-salary.html#basesalary

- Effort Reporting: https://www.nyu.edu/research/resources-and-support-offices/sponsored-programs-administration-handbook/effort-reporting.html

- Salary Cap: https://www.nyu.edu/research/resources-and-support-offices/sponsored-programs-administration-handbook/salary-cap-administration.html
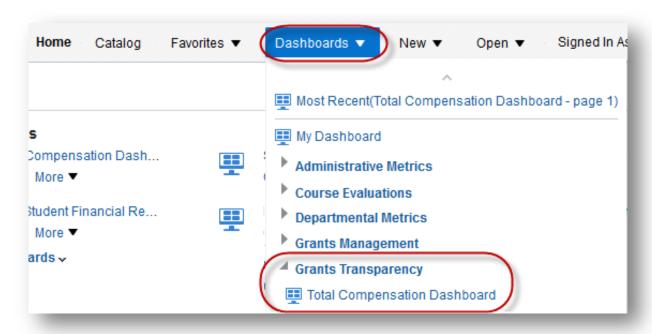
WHO IS ELIGIBLE TO RECEIVE ACCESS?

Initial roll out: Each School HR Security Partner and Fiscal Officer will receive a pre-approved list of names from SPA of Department Administrators (DAs) for his or her school who will be allowed access to the UDW+ Total Compensation dashboard when it goes live. Access to the dashboard will be provided with assistance from Employee Systems Management team.

Future requests: Department Administrators who need access to the UDW+ Total Compensation dashboard should contact their HR Security Partner to determine eligibility and follow the access request process. The HR Security Partner will determine eligibility for this group based on his/her role and job scope.
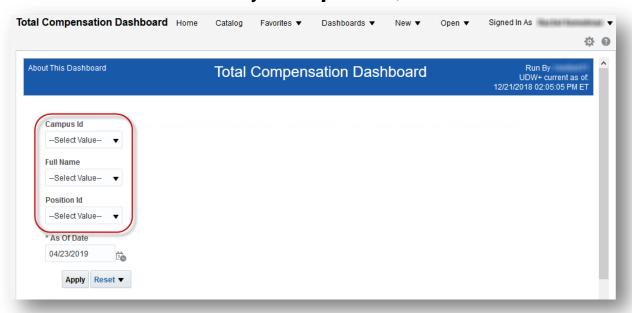
ACCESS TO THE UDW+ TOTAL COMPENSATION DASHBOARD

1. Login to **UDW+**

2. Go to the *Dashboards* drop-down menu.

3. Under the *Grants Transparency* folder, select *Total Compensation Dashboard.*
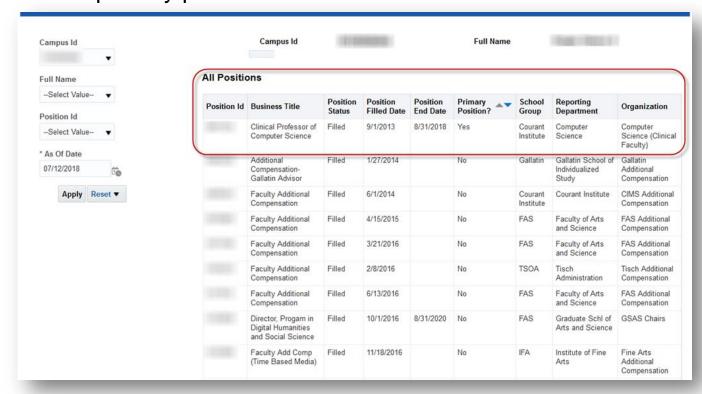

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USING THE UDW+ TOTAL COMPENSATION DASHBOARD

A Department Administrator may use the UDW+ Total Compensation Dashboard to view the total compensation for a Principal Investigator (PI).

1. Search for a PI either by *Campus ID*, *Full Name* or *Position ID*.

1. The *As Of Date* (defaults to today) will show the PI compensation as of the selected date. You may change this date to see historical compensation data.

2. Click *Apply* to view results.

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USING THE UDW+ TOTAL COMPENSATION DASHBOARD

4. Results for the selected principal investigator* will display:

   a. **All Positions**: All currently 'filled' primary and non-primary positions, including the position 'filled' and 'end dates', as well as an indicator for the primary position.

* An error message will display if you do not have access to view compensation information for the selected worker/position.

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4. Results for the selected principal investigator will display:

   b. **Academic Appointment Detail**: including academic unit, track type, rank, title, tenure status along with other details.

Academic Appointment Details

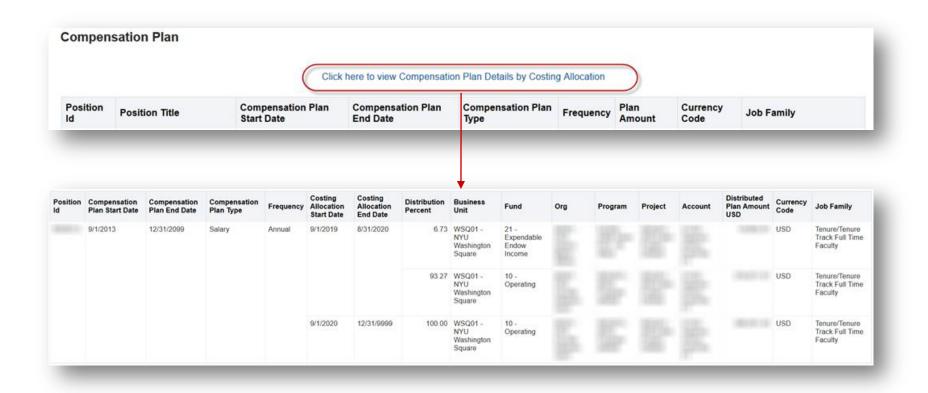| Academic Unit	Academic Track Type	Rank	Appointment Title	Appointment Priority	Appointment Start Date	Appointment End Date	Status	Tenure Track Start Date	Tenure Award Date
Computer Science	Clinical	Professor	CLINICAL PROFESSOR OF COMPUTER SCIENCE	Primary	9/1/2013	12/31/9999	-	9/1/2013	1/1/1753

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4. Results for the selected principal investigator will display:

   c. **Compensation Plan Details**: The complete compensation for each of the PI's active positions (please note that while a PI may have multiple 'filled' positions, only the actively compensated positions will display). For each position, the compensation start and end dates, plan type, frequency, amount, and job family will display.

   Compensation Plan Details

   Choose a Display Options

   | Compensation Plans | ▼ |

Position Id	Position Title	Compensation Plan Start Date	Compensation Plan End Date	Compensation Plan Type	Frequency	Plan Amount	Currency Code	Job Family
	Director, Progam in Digital Humanities and Social Science	10/1/2016	8/31/2020	Salary	Annual	10,000.00	USD	Academic Administration
	Clinical Professor of Computer Science	9/1/2015	8/31/2018	Salary	Annual	134,223.56	USD	Non Tenure Track Full Time Faculty

   - **Important reminder**: The Total Compensation dashboard allows you visibility into the total compensation for the PIs in your department, including compensation for all other positions held by this PI within the university (both primary and non-primary). 12

USING THE UDW+ TOTAL COMPENSATION DASHBOARD

- **Compensation Plan Details** may also be viewed by **Costing Allocation**.
  This will display the costing allocation chartfield breakdown.
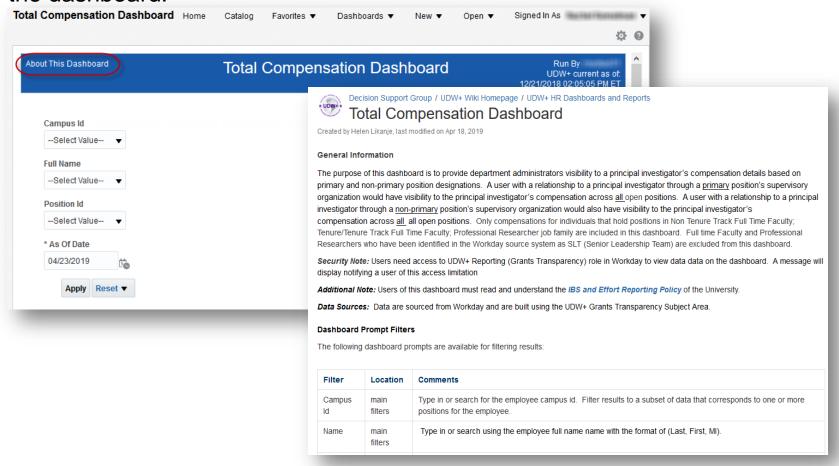
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4. Results for the selected principal investigator will display:

   d. **Activity Pay:** Any additional compensation that the PI receives including summer pay, housing pay, and others academic duties. Activity Pay will only display if there is activity payment made during the selected *'As Of Date'*.

Activity Pay

Click here to view Activity Pay by Costing Allocation

Activity Begin Date 4/1/2018   Activity End Date 8/31/2018

Position	Activity Category	Activity	Activity Task	Activity Task Code	Assigned Unit Rate	Unit Quantity	Unit Type	Total Amount	Currency Code
- Faculty Additional Compensation	1 - Additional Compensation	Summer Pay	-	-	0.00	1.00	Units	4,000.00	USD

- Activity Pay may also be viewed by **Costing Allocation** showing the chartfield breakdown.

ADDITIONAL INFORMATION

View additional information such as definitions, use cases, and explanations by going to the '**About This Dashboard**' link in the upper left-hand corner of the dashboard.

IMPORTANT COMPENSATION CONSIDERATIONS

Compensation information is displayed for all full-time faculty including Tenured, Tenure-Track, Non-Tenured faculty as well as Professional Researchers. View full list of included Job Profiles

Compensation information for faculty who hold an adjunct faculty (part-time faculty) appointment only is not included in this dashboard.

Total compensation is shown across all positions within the university (both primary and non-primary).

Compensation information for Senior Leadership who hold faculty positions are excluded from this dashboard.

WHAT TO EXPECT IN THE NEXT PHASE

Phase Two: the UDW+ Total Compensation dashboard will be upgraded to provide Department Administrators with only those data relevant to the Institutional Base Salary for Full Time Faculty and Professional Researchers. All excluded items will automatically be eliminated from the display. This is tentatively planned for FY 2020.

HELP AND SUPPORT

Need help or have questions about the UDW+ Total Compensation dashboard?

- **Decision Support Group**

  212-998-2900

  askDSG@nyu.edu

QUESTIONS?