

FA012 Workday Requirement for Community Faculty

Policy Type: Academics
Responsible Administrator: Angelina Sioco,
Community Faculty Manager
Responsible Office: Office Community Faculty

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Training Required: No
LCME Required: No

Approved by:



Marc J Kahn, MD, Dean

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Definitions

Community Faculty are unpaid faculty who volunteer their time to help at the Kirk Kerkorian School of Medicine at UNLV (KSOM) in aspects of education, research, community engagement or care of others.

Workday is a cloud-based application that automates, streamlines, and standardizes business processes in human resources and financial management at UNLV.

Statement of Purpose

The purpose of the Kirk Kerkorian School of Medicine at UNLV's Workday policy for Community Faculty is to align with the School's mission to streamline business processes. Having Community Faculty's data in Workday will improve consistency in data and reporting capabilities at the institutional level and in reporting and data collection at the system level.

Entities Affected By This Policy

All Community Faculty members of the Kirk Kerkorian School of Medicine at UNLV.

Required Acknowledgement

All Community Faculty members of the Kirk Kerkorian School of Medicine at UNLV.

Policy

All newly appointed/reappointed Community Faculty members will have a Workday profile, similar to full/part time faculty and staff.

All Community Faculty will be required to provide their Social Security number to create a Workday profile.

This policy will be one of the conditions to maintain a Community Faculty appointment with the Kirk Kerkorian School of Medicine at UNLV.

Related Documents

Below are details of the process for creating a Workday profile for Community Faculty:

As part of the onboarding process, newly appointed/reappointed Community Faculty members will provide a Social Security number by calling the Office for Community Faculty at 702-895-1517 or filling out the Google form:

https://meet.google.com/linkredirect?authuser=0&dest=https%3A%2F%2Fdocs.google.com%2Fforms%2Fd%2Fe%2F1FAIpQLScmVWMFjrcv2jN9SBJo_45JITC5w8lVWXoVHOSbcSH1lpkrlw%2Fviewform%3Fusp%3Dsf_link.

A Workday profile will be created, using the Personal Data form and SSN information provided.

Community Faculty will be receiving an email notification from nshe@workday.com requesting to verify their information. Another email from IT providing the ACE account and login information will be sent 24 hours after the nshe@workday.com email.

Community Faculty may be asked questions not applicable to unpaid faculty, such as a bank account, state vehicles, FMLA notice, etc. These default questions in Workday are mainly for paid employees, but need to be answered to complete the Workday process.

After the verification process is complete, the Community Faculty will receive a UNLV email account. The ACE account will be used to access the Health Science Library resources.

Contacts

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