

Secondments

What is a Secondment?

A secondment:

- is the temporary assignment of a University employee to a separate (non-Yale) organization
- is a distinct legal agreement requiring the involvement of the University's General Counsel (and often other departments such as Tax)
- requires approval from the cognizant Provost (for Faculty) or from Hugh Penny in Compensation and Benefits (for Staff). [PostDocs are not considered University employees and would typically not be subject to this type of arrangement. Should an exception arise, John Alvaro in PostDoc Affairs must approve.]

How do you pay and what ET do you use for a secondment?

The ETs are:

711301	Faculty Secondments
721400	Staff M&P Secondments

These ETs do not generate fringe; it must be calculated manually. Work with your required approver (Provost or Comp/Benefits) to ensure that fringe is properly calculated and accounted for.

Secondments of University employees to a separate (non-Yale organization) must be processed through Accounts Payable via a check or wire. The ETs are not available for use in LD or JSA.