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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>711301</td>
<td>Faculty Secondments</td>
</tr>
<tr>
<td>721400</td>
<td>Staff M&amp;P Secondments</td>
</tr>
</tbody>
</table>

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.