Faculty Information System
ID Creation

The Faculty Information System (FIS) is integrated with the Student Information System (SIS), HCM, and Identity Management in order to create CWRU network IDs and Employee IDs for all faculty, paid and unpaid. The affiliate process should not be used for faculty. Since SIS includes all HCM records, the FIS connects with SIS to ensure that duplicate IDs are not created.

This document is intended for administrators in the faculty affairs offices of each school/academic department.

How are IDs generated?

IDs can only be generated by entering a record in the FIS. **From start to finish, the ID creation process takes up to 48 hours.**

1. A school administrator enters a new faculty record* into FIS. The following information is required for the record to be pushed through the ID creation process:
   a. First Name
   b. Last Name
   c. Date of Birth (if unknown, do not enter a fictitious birthdate)
   d. Sex (required on Personal tab to save)
   e. Race/Ethnicity (required on Personal tab to save)
   f. Home Address
   g. Non-CWRU email address (If a Case email address is entered, a CWRU ID must also be entered)
   h. IM Start Date (This determines the date that access to university services are given. It can come before the hire date/appointment start date.) IM End Date should remain blank.

   If the faculty member is not yet Board-appointed but needs an ID, enter them as a visiting faculty member until the Board has approved.

2. New records are sent to SIS to determine if an Employee ID already exists or not. If an Employee ID does exist, the existing Employee ID is attached to the faculty record. If an Employee ID does not exist, a new ID is created.

3. SIS sends the above information to Identity Management, and Identity Management creates a CWRU network ID for the faculty member. A notification is sent to the faculty member's on-Case email address to activate the ID.

4. Once the IDs have been created, the FIS will automatically add those IDs to the system. Case email addresses will also automatically be added to the FIS and marked Primary. The only exception to this is for faculty with hospital email addresses (@ccf.org, @metrohealth.org, @uhhospitals.org, @va.gov). These hospital email addresses will remain Primary, and the Case email will be marked as Other.

How and When to Inactivate a Record

When a faculty member leaves the university, it is important to immediately update their record in FIS so that their access to email and other CWRU services is terminated. Inactivating a record in FIS requires updates to both the Appointment and Personal tabs.

1. On the Appointment tab, enter the Separation Date (the date the person left CWRU).

2. On the Appointment tab, change the Appointment Status to Deceased, Resigned, Retire, Termination, Deceased - Emeritus, or Special - Term End in either the Current Academic Year and/or Next Academic Year column (depending on the separation date).

3. Click Submit.

4. On the Personal tab, enter the IM End Date. The IM End Date determines when their email addresses and access ends. The IM End Date should be the same as the Separation Date. The IM End Date must remain blank for emeritus faculty, until the record is closed.

5. Change the Status and/or Next Academic Year Status to Inactive (faculty) or Closed (emeritus).

6. Click Submit.

Source Systems: Where to Update Faculty Data

HCM is the source system for **CWRU-paid faculty**. Paid faculty can make limited changes to personal information in the FIS. Once a paid faculty record is entered into FIS, school administrators cannot make changes to these fields either. Instead, paid faculty must go through HCM self-service or HR Records to update their information. The list below determines which information can be updated in which system.

- First, Middle, and Last Name: HR Records (hrrecords@case.edu)
- Preferred First, Middle, and Last Name: HR Records (hrrecords@case.edu) (used on faculty contracts, in the header of the FIS record, and in the university directory)
- Date of Birth: HR Records (hrrecords@case.edu)

- Sex: HR Records (hrrecords@case.edu)
- Gender: FIS
- Pronoun: FIS
- Reported Race/Ethnicity: HCM
- Self-Identified Race/Ethnicity: FIS
- Address: HCM
- Phone: HCM

FIS is the source system for **unpaid faculty** (faculty not paid by CWRU). Unpaid faculty should update all personal information in FIS. School administrators can also update personal information for unpaid faculty in FIS.

Helpful FIS Reports for IDs
- **Email ID Status:** This report can be used to find faculty who have not yet activated their IDs.

- **Missing Data:** This report can be used to determine which FIS records are missing the necessary data fields for ID creation.

Duplicate Record Prevention Policy
Maintaining accurate faculty data is critical to faculty and to the university. Initial entry of a record into the FIS is a vital process in terms of maintaining accurate records and avoiding duplicate records. Duplicate records have a significant impact on university systems, processes, and reporting and require a great deal of time, effort, and resources to remedy. If a duplicate record is created by mistake, school administrators should contact the source system immediately to avoid any negative impacts.

To address the issue of duplicate records, the FIS team has partnered with SIS and HCM to create a combined approach:

School administrators who create duplicate records will be contacted and offered additional training. If these users continue to create duplicate records, their supervisors will be contacted and will be asked to provide replacement users to carry out the functions.

This policy *will be revised as needed.*

Support

Questions related to ID creation can be directed to fissupport@case.edu. The [U]Tech Help Desk can offer limited assistance, so it is recommended that you reach out to the FIS Support Team directly. Instructional guides for entering and inactivating faculty records can be found on the FIS User Support website.

For questions about adding new faculty to the FIS so that IDs can be created, please contact your school:

Case School of Engineering: csefissupport@case.edu

College of Arts and Sciences: casfissupport@case.edu

Frances Payne Bolton School of Nursing: fpb-fis@case.edu

Mandel School: mandelfissupport@case.edu

Physical Education: phedfissupport@case.edu

School of Dental Medicine: sodmfissupport@case.edu

School of Law: lawfisadmin@case.edu

School of Medicine: somfissupport@case.edu

Weatherhead School: wsom-fissupport@case.edu