

## Hourly Positions for Adjuncts

In response to the recent changes for our adjunct instructors, the Payroll and Human Resource Offices are providing information that hopefully will assist you in completing the appropriate documentation. To reduce duplicate efforts, we have agreed that one PAF will suffice for both an hourly teaching and the non-teaching training positions, including new hire Adjunct instructors.

The attached PAF is an example of what we will need to set up the adjunct hourly position for the teaching (example: substitution or regular teaching) and training (example: training or meetings). If this is a new hire, then complete the PAF as noted below. If the PAF is only for an adjunct non-teaching position, then enter the appropriate information in the fields on the PAF (the position title will be Non-teaching Training). The comments section is not needed.

### Some important information for the PAF:

#### Existing Employee (Adjunct Faculty, additional assignment/job):

1. Enter the appropriate start date for the position (August 16, 2014 is an example)
2. Check Adjunct Faculty and Additional Assignment/Job fields
3. Only the employee's last name, first name, MI, date of birth, and SSN/S# need to be filled in on the top section of the form
4. Leave emergency contract information blank
5. Move down to the Department and review the attached example for data entry
6. Time-sheet Org: This is the org where time is entered and/or approved
7. Department or Employee Web Time entry:
  - a. Check the appropriate field on the PAF – Department Time or Employee Web Time
  - b. If the department would like to enter the time for employees and this has not been set up in the past, then the person in the department who will enter time (originator) needs to complete the OIT form found here:

[https://slcc.service-now.com/help/form.do?sysparm\\_document\\_key=sc\\_cat\\_item.1544b9d00fd0e500aa87fb1792050ef8](https://slcc.service-now.com/help/form.do?sysparm_document_key=sc_cat_item.1544b9d00fd0e500aa87fb1792050ef8)

- c. Request BAN\_HR\_07 ORIGINATOR under the Collection section
  - d. If you want the employee to enter time, no additional documents are needed
8. Comments: The hourly teaching rate, based on the HR hourly schedule, is \$14.87 - \$43.89 (department determines the rate within the range). The non-teaching training position rate is set at **\$21.33**.
  9. **No additional documents** are required for existing positions (i.e. W-4, direct deposit, application, etc.)
  10. Budget is requesting that all departments use a current department index for these positions and funds will be allocated once Budget works out the details

#### New Hires:

1. Most of the same information applies for New Hires
2. All the appropriate documentation must be sent to HR with the PAF
3. All the employee information needs to be entered on the PAF
4. An hourly teaching position and the non-teaching training position can be set up using most of the above procedures

If you have any questions please call Human Resources or Payroll, we would be glad to walk you through the process. HR: X4210, Payroll: Liz X4051, Rachelle X4221, Sally X4625, Susan X4070, and Patty X4589.