

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
- 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, Rachele X4221, Sally X4625, Susan X4070, and Patty X4589.

New, Rehire, or Internal Hire PAF

Job Acceptance Date:	
First Day of Work Date (effective date):	

Type of Hire (select one):

Full-time Faculty
 Full-time Staff
 Adjunct Faculty
 Part-time Staff
 Work-study
 International Student

Select One:
 New Hire
 Internal Hire
 Rehire
 Additional Assignment/Job

Last Name		First Name		MI		Birth Date	
SSN		Preferred Name		Gender		Marital Status	
Select New Ethnicity:	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Not Hispanic or Latino	US Citizen (y or n)		Current SLCC Student w/ 6+ Credits (y or n)		
Race:	<input type="checkbox"/> African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Hispanic/Latino/Latina	<input type="checkbox"/> Native American	<input type="checkbox"/> Pacific Islander	
Home Address							
	Street		City		State		Zip
Phone Number	HM	()	Cell	()	Other	()	

Emergency Contact Information

Name		Relationship		Phone #	()
Address					
	Street		City		State Zip

Department Name		Position Title	
Grade		Pay Rate	
		Replaces	
Supervisor ID & Name (resp. hiring, performance appraisals)	S	Name:	
Index (1)		Account (1)	% of effort
Index (2)		Account (2)	% of effort
Time Entry Method	<input type="checkbox"/> Department Time	<input type="checkbox"/> Employee Web Time	Labor Org
			Campus Mail Code
Time Sheet Org (Org to see timesheet in)		Time Proxy (Name & Position Number)	
Time Originator (name or self)		Time Approver (Name & Position Number)	

Comments:

Approvals	Date	Signature	Print Name
Budget Center Manager			

For HR/Payroll Use Only			Banner ID				
Req #		Status		Salary		# of pay periods	
Div Code		Table		Grade		Position #	
HR initials		Budget initials		Payroll initials		Payroll Processed	SM

Necessary Forms for HR processing- *Internal Hire required forms, as marked

<input type="checkbox"/> Official SLCC Application*	<input type="checkbox"/> Ethical Duties Form	<input type="checkbox"/> Direct Deposit w/ voided check (optional)
<input type="checkbox"/> New Employee Checklist*	<input type="checkbox"/> I-9	<input type="checkbox"/> If International Student, follow procedures
<input type="checkbox"/> Transcripts (if applicable)*	<input type="checkbox"/> W-4	<input type="checkbox"/> Copy of Social Security Card (payroll purposes)
<input type="checkbox"/> Conditions of Employment Form		

– Incomplete PAF's/out dated forms, may delay processing. Please complete all fields and submit all forms. –
 It is the responsibility of the supervisor to submit a Separation Form when employee is no longer with the department or the College.