

## Possible scenarios:

New to the institution **Direct Hire (Adjunct)**

- Look to see if employee exists  
If yes, Rehire  
Else, Hire
  - Job adjunct I or II
  - Job Details
  - Organization Assignment for everyone
    - Company SU
    - Department/CC
    - Fund

Teaching this coming up semester Contract renewal > **Change Job > Contract Renewal**

- Teaching more than one class this coming semester I the same department  
Adding Period Activity Pay (Payment)
- **Note: when adding the PAP from Change Job To Do step, need to select the**

Teaching this coming up semester for another department **Add Job**

Not Teaching at all this coming up semester

Termination no longer will be teaching for SU

## Reports

Business Process Transactions in date range

Business Process Transactions Awaiting Action

Business Process Transactions of Type Awaiting Action

## **Prior training session:**

### **Hire, Add Job and Change Job Staffing Transactions (Adjuncts)**

**Direct Hire (Adjunct)**

- same Supervisory Organization: They will have one job with multiple Stipend/Period Activity Pay
- Adjunct Contracts teaching other a different Supervisory Organization: Will have an additional job with Stipend/Period Activity Pay
- Note- The direct Hire BP is different from the Hire from recruiting BP. Most regular workers will come through recruit to hire instead of direct Hire



- The sup org will default to the organization the initiator supports so be sure to double check!

When entering details for the Hire, the following job profiles can be selected:

- 9130- Adjunct Faculty I
- 9131- Adjunct Faculty II
- **NOTE:** Staff Adjuncts are handled via the Add Job Process
- Scheduled Weekly Hours should equal 20  
When assigning period activity pay (stipend) you will be asked to enter the specific contract hours
- Work Shift  
First Shift: Normal Business Hours  
Second Shift: Evening Hours  
Third Shift: Overnight

### **Change Organization Assignments**

After submitting the initial details of the Hire, you will be prompted to review the organization assignments for the worker.

- At the bottom of this page, ensure all workers have a department ID. Include Time Clock Swiper data for workers who use the TCP timekeeping system

### **Period Activity Pay**

Select the Academic Period that contains the Start Date of the contract  
Activity Dates = Contract Start Date and Contract End Date

#### **Payment Dates**

- Spread across entire contract
- Lump sum at the end of the contract by selecting Payment Date and End Date on last date of Contract

Required: Select Contact or Credit Hour

1 Credit Hour = .3334 Work Hours

1 Contact Hour = 1 Work Hour

Required: Please add the Course Identifiers in the PAP comment section

Note: The costing allocation in this section is related to the Stipend. After PAP is initiated, you will be asked to enter the costing for the job/position.

