

## 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.

