Possible scenarios:

New to the institution   Direct Hire   (Adjunct)

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

Teaching this coming up semester   Contract renewal > Change Job > Contract Renewal
- o Teaching more than one class this coming semester I the same department Adding Period Activity Pay (Payment)
- o *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

Hire, Add Job and Change Job Staffing Transactions (Adjuncts)
   Direct Hire   (Adjunct)
- o
  same Supervisory Organization: They will have one job with multiple Stipend/Period Activity Pay
- o Adjunct Contracts teaching other
  a different Supervisory Organization: Will have an additional job with Stipend/Period Activity Pay
- o 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

- o 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:
- o 9130- Adjunct Faculty I
- o 9131- Adjunct Faculty II
  - NOTE: Staff Adjuncts are handled via the Add Job Process
- o Scheduled Weekly Hours should equal 20
  - When assigning period activity pay (stipend) you will be asked to enter the specific contract hours
- o 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.
- o 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
- o Spread across entire contract
- o 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.