Adjunct Recruitment and Payroll Process Training

Presented by Academic Resources

Hurley Administration Building, Suite 370

940-565-2550   academic.resources@unt.edu

Adjunct Hiring Process

- Adjunct Instructors are recruited and hired at the department level, through the People Admin recruitment system. The process is administered by Academic Resources.
- Benefits from recruiting Adjunct Instructors through People Admin include:
  - Enhanced compliance with federal and state employment regulations for fair and equitable recruitment
  - Candidate pools that can be reviewed at any time during the year to meet instructional needs.
  - Improved consistency in the hiring process

Beginning the Recruitment Process

The recruitment process is used for the following **non-student** instructional personnel classifications:

- Job code 0700-Adjunct-instructor of record
- Job code 0710-Adjunct Assistant-assistant to the instructor of record, assigned to a specific course for duties such as grading and tutoring
- Job code 0770-ESL Adjunct-teaching select Intensive English Language Institute (IELI) courses in communication and writing/grammar
- Job code 0703-PhD Student Mentor-mentorship of PhD students during their tenure in a PhD program

Send an email to academic.resources@unt.edu with the Adjunct Instructor Recruitment Request Form attached.

UNT OFFICE OF THE
PROVOST &
ACADEMIC AFFAIRS

EST. 1890

Adjunct instructor Recruitment Request Form

(This form should be used for Job Codes 0700, 0703, 0710, 0770)

Name of person completing form: _____ Phone Ext. _____

Posting Number (assigned by Academic Resources): [   ]

Funding Source – Chartstring(s):

Department Summary AND Anticipated Courses / Work Assignment (need not be all inclusive):

[   ]

Minimum Requirements (cannot be edited once drafted by Academic Resources):

[   ]

Preferred Qualifications (i.e. regarding areas of expertise, academic credentials, teaching experience, etc.):

[   ]

Please check any question(s) you would like to include:

☐ Of the courses listed, which are you interested in teaching?

☐ Describe your related teaching/and or research experience and expertise.

☐ Which semester(s) do you wish to be considered for? Fall, Spring, Summer, or Combination?

☐ How many courses do you wish to teach? One, two, three or more?

☐ What is your schedule availability? Days/Nights; Days of the Week; Location (e.g. Frisco, online courses, etc.)

Additional questions you would like to include if any:

[   ]

_____   _____

Department head Signature   Date
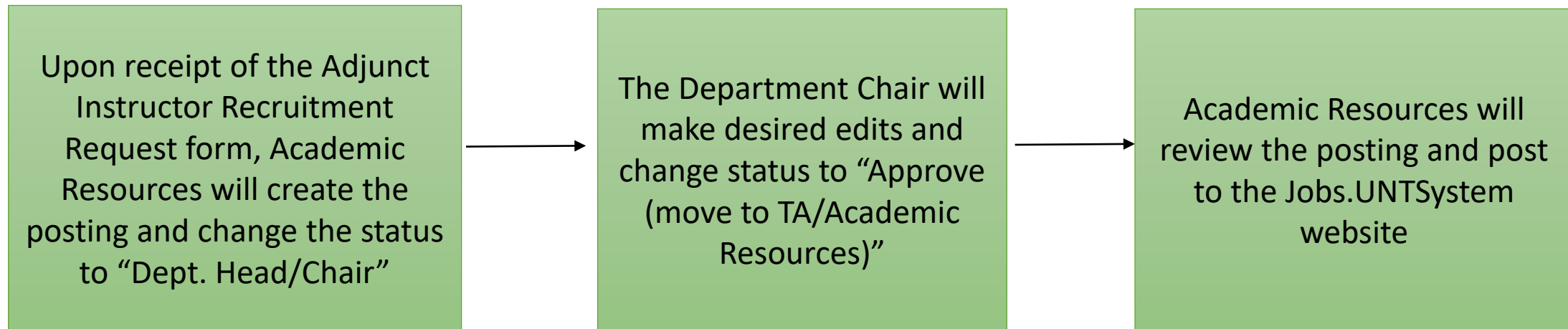
Posting Process

- The People Admin System is used to post jobs on facultyjobs.unt.edu and also on InsideHigherEd, HigherEdJobs and Academic Keys to generate a larger pool of qualified candidates for adjunct appointments.
- Departments can have a minimum of one posting or more as needed.
- Posting questions are used to provide information on the applicant's field of study, experience, and availability.
- Posting questions can be modified to best suit the department's needs to easily identify qualified candidates.

Adjunct Process Changes

- Process for FY 21 Adjunct posting and hiring will begin in March
- ePAR's are no longer needed to request a posting be created!
  - Changes made in ePAR to accommodate the new PeopleAdmin system have eliminated the need for an ePAR to approve the request for recruitment.
- Forms should be emailed directly to Academic.Resources@unt.edu.
  - Forms emailed directly to Academic Resources personnel will be moved to the Academic.Resources@unt.edu email box for processing.
  - *This includes the Adjunct instructor Recruitment Request Form and Faculty Education Update Form.*
- Reminder- only use the "Recommend for Hire" status for those candidates who will actually be hired!
- Reminder- while more than one posting can be created per department, postings can be worded generically so that it is applicable for a variety of courses.

What is the Posting Process Workflow?

Upon receipt of the Adjunct Instructor Recruitment Request form, Academic Resources will create the posting and change the status to "Dept. Head/Chair"

→

The Department Chair will make desired edits and change status to "Approve (move to TA/Academic Resources)"

→

Academic Resources will review the posting and post to the Jobs.UNTSystem website

Applicant Selection Process

- Consider what is really needed for the students to receive appropriate instruction.
- Establish an appropriate screening process upfront.
- Use of an applicant screening checklist or candidate rating form helps the process achieve a solid structure.
- Consider new candidates!
- Fair Screening and selection includes being:
  - **Consistent**
  - Non-discriminatory
  - Objective
  - Selecting the best qualified candidate(s)

Applicant Pool

- Multiple individuals may be hired from each pool; there is not a need to post a separate position for each adjunct hired.
- Positions will be left open for one academic year at a time. After the year is completed, Academic Resources will work with departments to dispense any non-hired candidates and repost the position for the next academic year.
- Electronic workflow is brief, with Department Chair and Academic Resources being the only necessary users/approvers.

Offers

- As individuals are selected, departments will indicate them as "".
- Academic Resources will review those selected to see if onboarding or background checks are needed, and notify the department so that appropriate documents can be sent with the offer letter.
- Departments will issue offer letters directly, using a template letter, to the selected individuals without having to route each offer letter through Academic Resources.
- If needed, upon receipt of the signed offer letter, Academic Resources will send a link to the candidate to complete a criminal history check.
- Signed offer letters are returned to Academic Resources.
- Online orientation is available

Onboarding

- Upon receipt of cleared background check, Academic Resources will notify the department that the Adjunct is cleared for hire
- Academic Resources will send an email to the Adjunct with instructions for onboarding completion. This email will also contain **Employee ID, EUID, Department ID, and PIN**
- Onboarding and I-9 processes must be completed by the 3rd day following hire date in order to be federally compliant
- Once the onboarding process is complete, the Adjunct will be able to access the orientation course on canvas
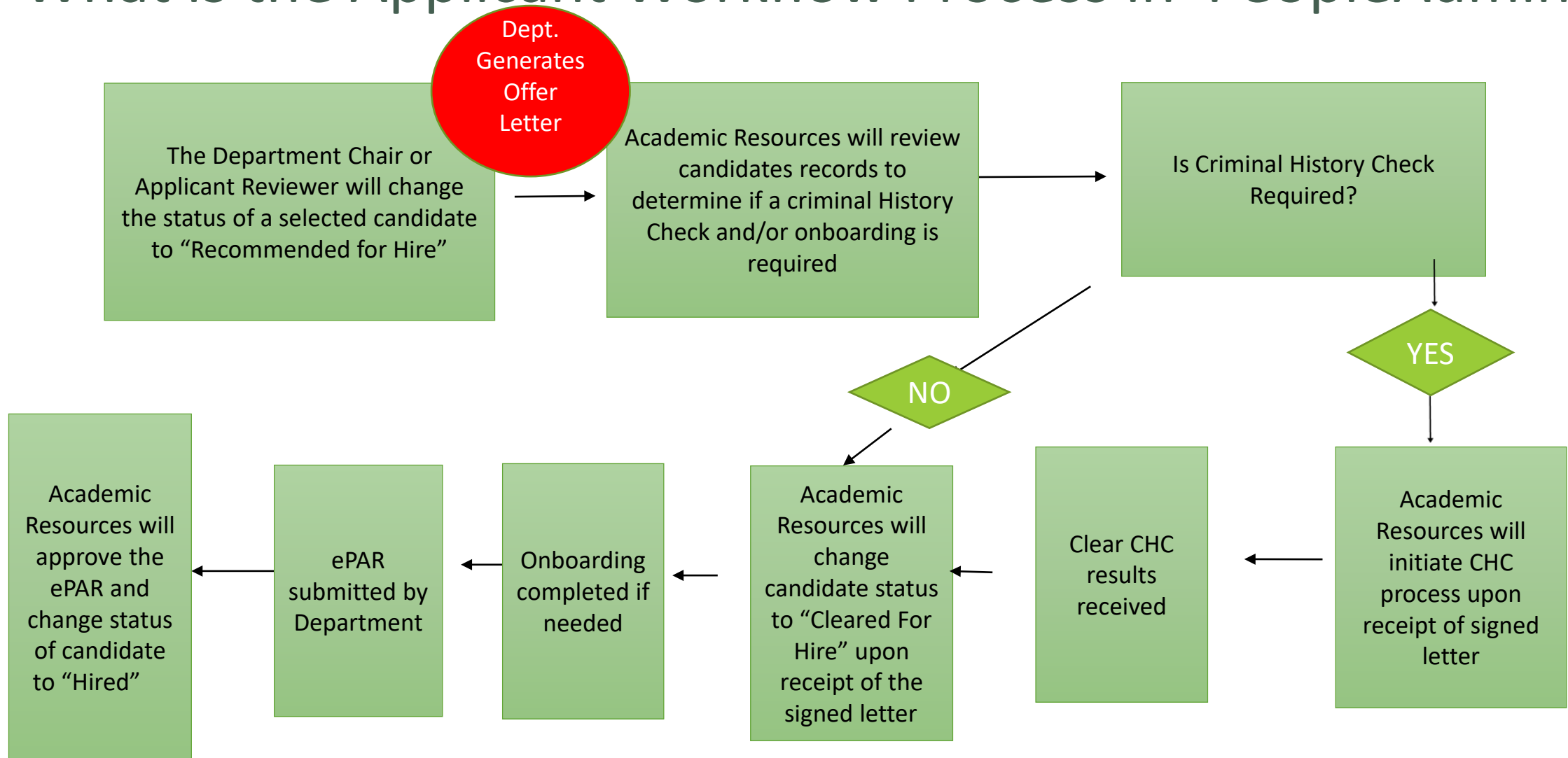
Orientation

- Orientation is mandatory and must be completed within the first 30 days of employment
- The orientation session will automatically be available on canvas once onboarding is complete. https://unt.instructure.com/courses/13330
- Adjunct will login with their EUID and password, then select the orientation course
- For technical assistance contact CLEAR at clearhelp@unt.edu or 940-369-7394

What is the Applicant Workflow Process in PeopleAdmin?

The Department Chair or Applicant Reviewer will change the status of a selected candidate to "Recommended for Hire"

Dept. Generates Offer Letter

Academic Resources will review candidates records to determine if a criminal History Check and/or onboarding is required

Is Criminal History Check Required?

NO

YES

Academic Resources will change candidate status to "Cleared For Hire" upon receipt of the signed letter

Clear CHC results received

Academic Resources will initiate CHC process upon receipt of signed letter

Onboarding completed if needed

ePAR submitted by Department

Academic Resources will approve the ePAR and change status of candidate to "Hired"

Placing on Payroll-New Hire Record

- Steps for creating the e-PAR:
  - Type of ePAR: Employee Transaction
  - Action: Hire
  - Reason: Hire-Salaried/Task
  - Effective date: 9-1-XX (or other appropriate start date, e.g. 1-16-XX)
  - Appointment End Date: 1-15-XX (or other appropriate end date, e.g. 5-31-XX)
    See slide at end of presentation for sample date information
  - Enter the desired job code (0700, 0703, 0710, 0770)
  - Reports to: Enter position number of direct supervisor
  - Enter the appropriate FTE
  - Enter the appropriate monthly rate (the annual rate will calculate as 4.5 months)
  - Enter the Employee ID number of the appropriate supervisor
  - Enter the appropriate chart string in the Department Budget Data section

EIS ENTERPRISE INFORMATION SYSTEM

tlp0015 on HRPD (easapp27.its.unt.edu) - Production
02/12/2019 11:26:37

Job Data ▾ | Search | » | Advanced Search | 🔍 Last Search Results

Display Submitted Employee Transaction ePAR

▾ ePAR Header

Business Unit: NT752	**Home Deptid:** 121800	**Last Update Date/Time:** 01/07/2019 4:05:20PM	**by:** ago0026
PAR ID: 0000221973	History	**Submitted Date/Time:** 01/05/2019 7:51:04PM	
PAR Status: Approved		**Created by:** Alvarado,Naomi Ellen	nea0015
Type of ePAR: Employee Transaction		**Phone:** 940/565-4872	
Action: Hire			
Reason: Hire - Salaried/Task			
Pay Group: NME			

ePAR Help Resources

Empl ID: ███████   **Empl Rcd:** 9   **Name:** D█████████   **Effdt:** 01/16/2019   [0 attachments]

▾ Job Data

	Current		New	
Home Deptid:		**Home Deptid:**	121800	
			History	
Position Number:		**Position Number:**		
Employee Status:		**Employee Status:**	Active	
Job Code:		**Job Code:**	0700	**Appt. End Date:** 05/31/2019
			Adjunct Faculty	
Location:		**Location:**	WH	
Salary Grade:		**Salary Grade:**	F01	
Std. Weekly Hours:		**Std. Weekly Hours:**	10.00	
FTE:		**FTE:**	0.25	
Annual Rate:		**Annual Rate:**	$4,500.00 (4.5)	
Monthly Rate:		**Monthly Rate:**	$1,000.00	
Reports to Supv ID:		**Reports to Supv ID:**	████████████	
	☐ Webclock/Desk Punch		☐ Webclock/Desk Punch	

Department Budget Data

Current

Find | ⧉ | ▦   1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt

New

Find | ⧉ | ▦   1 of 1

	SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
1		☐	01/16/2019		121800	50121	105	805001	100							100.000	

Additional Pay Data

Position Data

Requester Comments:

Adjunct teaching one course for Jewish Studies ███████████████████████
████████████████

Placing on Payroll-Employee Change/Return from SWB

- Tips for creating the e-PAR:
  - Type of ePAR: Employee Transaction
  - Action: Employee Change Within Department
  - Effective date: 9-1-XX (or other appropriate start date, eg 1-16-/XX)
  - Appointment End Date: 1-15-XX (or other appropriate end date, e.g. 5-31-XX)
    See slide at end of presentation for sample date information
  - Enter the desired job code (0700, 0703, 0710, 0770)
  - Employee Status: Return from Work Break
  - Reports to: position number of direct supervisor
  - Enter/change FTE as needed
  - Enter/change the appropriate monthly rate as needed (the annual rate will calculate as 4.5 months)
  - Enter the Employee ID number of the appropriate supervisor
  - Enter the appropriate chart string in the Department Budget Data section

EIS ENTERPRISE INFORMATION SYSTEM

tlp0015 on HRPD (easapp27.its.unt.edu) - Production
02/12/2019 11:26:37

Job Data ▾ | Search | ≫ | Advanced Search   🔍 Last Search Results

Display Submitted Employee Transaction ePAR

▼ ePAR Header

Business Unit: NT752	**Home Deptid:** 135340	**Last Update Date/Time:** 01/02/2019 2:48:01PM	**by:** ago0026	**ePAR Help Resources**
PAR ID: 0000221096	Criminal Justice	**Submitted Date/Time:** 12/19/2018 3:59:28PM		
PAR Status: Approved		**Created by:** Hammett,Carol D'Ann	cdh0063	
Type of ePAR: Employee Transaction		**Phone:** 940/369-8574		
Action: Employee Change within Dept				
Reason:				
Pay Group: NME				

Empl ID: ▮▮▮▮   **Empl Rcd:**   0   **Name:** ▮▮▮▮▮▮▮   **Effdt:** 01/16/2019 | 2 attachments |

▼ Job Data

	Current	**New**
Home Deptid:	135340	135340
	Criminal Justice	Criminal Justice
Position Number:		
Employee Status:	Short Work Break	Return from Work Break
Job Code:	0700	0700 **Appt. End Date:** 05/31/2019
	Adjunct Faculty	Adjunct Faculty
Location:	CHIL	CHIL
Salary Grade:	F01	F01
Std. Weekly Hours:	10.00	20.00
FTE:	0.25	0.50
Annual Rate:	$3,000.01	$6,000.03 (4.5)
Monthly Rate:	$666.67	$1,333.34 [View Source of Funds]

Reports to Supv ID: 10015330 Eric Fritsch   **Reports to Supv ID:** 100▮▮▮▮▮▮

☐ Webclock/Desk Punch   ☐ Webclock/Desk Punch

Department Budget Data

Current

Find | [↗] | [▦]   1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
09/01/2018		135340	50121	105	805001	100							100.000	666.67

New

Find | [↗] | [▦]   1 of 1

	SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
1		☐	01/16/2019		135340	50121	105	800001	100							100.000	1333.34

▶ Additional Pay Data

▶ Position Data

Requester Comments:

CJUS 3700.900 enrollment 77
CJUS 4350.900 enrollment 139
Offer letter and approval are attached.

Payroll/Effective Dates for ePAR

Payroll Semester	Regular Dates	FTE (for 3 semester credit hours)
Spring	1/16-5/31	25%
Maymester (3W1) , 5W1 & 8W1	06/01 - 7/15	50%
5W2 and 8W2	07/16 - 8/31	50%
10W or SUM (Summer)	6/1-8/31	25%
Fall	9/1-1/15	25%

Academic Resources Contacts
Faculty, Graduate Student and Adjunct appointments and positions:

- Chance McMillan – chance.mcmillan@unt.edu, ext 2138 (Adjuncts)
- Davelyn McCartney- davelyn.mccartney@unt.edu , ext 3512 (Salaried Grad ePAR's)
- Melissa DeLozier Holland, melissa.Holland@unt.edu ext 2673 (New Faculty onboarding and records)
- Tami Patterson – tami.patterson@unt.edu, ext. 3953 (Salaried Graduate Student Information, *Summer* Faculty appointments, Staff, additional pay items)
- Brandi Everett- brandi.Everett@unt.edu , ext. 3951 (New & Existing Faculty)