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.

- [https://vpaa.unt.edu/sites/default/files/legacy/provost/Adjunct%20Recruitment%20Request%20Form%20%28fillable%202017.03.01%29_0.pdf](https://vpaa.unt.edu/sites/default/files/legacy/provost/Adjunct%20Recruitment%20Request%20Form%20%28fillable%202017.03.01%29_0.pdf)
Adjunct instructor Recruitment Request Form

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

Name of person completing form: ____________________________

Org Dept & Department ID: ________________________________

Phone Ext: ____________________________

Chartstring(s): ____________________________

Applicant Reviewers: ____________________________

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/land 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 jobs.untsystem.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.
What is the Posting Process Workflow?

1. Upon receipt of the Adjunct Instructor Recruitment Request form, Academic Resources will Create the posting and send to the “Dept. Head/Chair”

2. The Department Chair (as Initiator) makes desired edits and change status to “Approve (move to TA/Academic Resources)”

3. 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 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 (those assigned the role of Applicant Reviewer) will indicate them as “Under Review”, and then “Recommend for Hire”.

• 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.
  
  ▫  [https://vpaa.unt.edu/file/573](https://vpaa.unt.edu/file/573)

• 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](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](mailto: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 “Under Review”, and then “Recommend for Hire”.

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

Is Criminal History Check Required?

- NO
  - Academic Resources will change candidate status to “Cleared For Hire”

- YES
  - Academic Resources will initiate CHC process upon receipt of signed letter

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

- Clear CHC results received
  - Onboarding completed if needed
  - Academic Resources will change candidate status to “Cleared For Hire”

- ePAR submitted by Department
  - Offer Letter Received
  - Dept. Generates Offer Letter
  - Offer Letter Received
  - Academic Resources will approve the ePAR and change status of candidate to “Hired” upon receipt of required documents

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

- Academic Resources will initiate CHC process upon receipt of signed letter
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
Display Submitted Employee Transaction ePAR

**ePAR Header**
- **Business Unit**: NT752
- **Home Deptid**: 121800
- **PAR ID**: 0000221973
- **PAR Status**: Approved
- **Type of ePAR**: Employee Transaction
- **Action**: Hire
- **Reason**: Hire - Salaried/Task
- **Pay Group**: NME
- **Last Update Date/Time**: 01/07/2020 4:05:20PM
- **Submitted Date/Time**: 01/05/2020 7:51:04PM
- **Created by**: Anarado, Naomi Ellen
- **Phone**: 940-566-4872
- **by**: ago0026

**Job Data**
- **Empl ID**: [redacted]
- **Empl Rcd**: 9
- **Name**: [redacted]
- **Effdt**: 01/08/2019
- **0 attachments**

**Current**
- **Home Deptid**: 121800
- **Position Number**: [redacted]
- **Employee Status**: Active
- **Job Code**: 0700
- **Location**: VH
- **Salary Grade**: F01
- **Std. Weekly Hours**: 10.00
- **FTE**: 0.25
- **Annual Rate**: $4,500.00
- **Monthly Rate**: $1,000.00

**New**
- **Home Deptid**: 121800
- **Position Number**: [redacted]
- **Employee Status**: Active
- **Job Code**: 0700
- **Location**: VH
- **Salary Grade**: F01
- **Std. Weekly Hours**: 10.00
- **FTE**: 0.25
- **Annual Rate**: $4,500.00
- **Monthly Rate**: $1,000.00

**Reports to Supv ID**: [redacted]
### Department Budget Data

#### Current

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Funding End Date</th>
<th>Funding DeptId</th>
<th>Account</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
<th>PC Base Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Pct of Distrib</th>
<th>Mth Amt</th>
</tr>
</thead>
<tbody>
<tr>
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#### New

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<th>Project</th>
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### Additional Pay Data

### Position Data

Requester Comments:

- Adjust 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)
  - 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

See slide at end of presentation for sample date information
## Display Submitted Employee Transaction ePAR

### ePAR Header
- **Business Unit:** NT752
- **Home Dept:** 135340
- **PAR ID:** 0000221095
- **PAR Status:** Approved
- **Type of ePAR:** Employee Transaction
- **Action:** Employee Change within Dept
- **Reason:**
- **Pay Group:** NME
- **Last Update Date/Time:** 01/02/2019 2:42:01PM
- **Submitted Date/Time:** 12/19/2018 3:59:28PM
- **Created by:** Hammell, Carol D’Ann
- **Phone:** 940359-8574
- **EID:** cdh0063
- **by:** ago0026

### Job Data

**Current**
- **Home Dept:** 135340
- **Position Number:**
- **Employee Status:** Short Work Break
- **Job Code:** 0700
- **Adjunct Faculty**
- **Location:** CHIL
- **Salary Grade:** F01
- **Std. Weekly Hours:** 10.00
- **FTE:** 0.25
- **Annual Rate:** $3,000.01
- **Monthly Rate:** $665.57
- **Reports to Supv ID:** 10015330

**New**
- **Home Dept:** 135340
- **Position Number:**
- **Employee Status:** Return from Work Break
- **Job Code:** 0700
- **Adjunct Faculty**
- **Location:** CHIL
- **Salary Grade:** F01
- **Std. Weekly Hours:** 20.00
- **FTE:** 0.50
- **Annual Rate:** $5,000.03
- **Monthly Rate:** $1,333.34
- **Reports to Supv ID:** 100 [Redacted]

**View Source of Funds**

- **Webclock/Desk Punch**
### Department Budget Data

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<tr>
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<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
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<th>Mth Amt</th>
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#### New

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### Additional Pay Data

### Position Data

Requester Comments:

- CJUS 37200.000 enrollment 77
- CJUS 43500.000 enrollment 139

Other letter and approval are attached.
## Payroll/Effective Dates for ePAR

<table>
<thead>
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<th>Payroll Semester</th>
<th>Regular Dates</th>
<th>FTE (for 3 semester credit hours)</th>
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<tr>
<td>Maymester (3W1), 5W1 &amp; 8W1</td>
<td>06/01-07/15</td>
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<tr>
<td>5W2 and 8W2</td>
<td>07/16-08/31</td>
<td>50%</td>
</tr>
<tr>
<td>10W or SUM (Summer)</td>
<td>06/01-08/31</td>
<td>25%</td>
</tr>
<tr>
<td>Fall</td>
<td>09/01-01/15</td>
<td>25%</td>
</tr>
</tbody>
</table>
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)