Adjunct Instructor ePAR Transactions
Presented by
• Academic Session Payroll Dates

• Adjunct Instructor Transactions
  • Hiring New Adjunct Instructors
  • Returning Continuing Adjunct Instructors
  • Adjunct Instructor Terminations

• General ePAR’s Transactions
  • Employee changes (eg funding, supervisor changes)

• Helpful Hints and Information
<table>
<thead>
<tr>
<th>Academic Session</th>
<th>Effective Payroll Dates</th>
<th>FTE (for 3 semester credit hours)*</th>
<th>Equivalent Hours per Week *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>9/1-1/15</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Fall 8W1 (8 week 1)</td>
<td>9/1-10/31</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Fall 8W2 (8 week 2)</td>
<td>11/1-12/31</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Winter Session</td>
<td>12/1-1/15 **</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Spring</td>
<td>1/16-5/31</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Spring 8W1 (8 week 1)</td>
<td>1/1-2/28</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Spring 8W2 (8 week 2)</td>
<td>3/1-4/30</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 3W1 (3 week 1)</td>
<td>6/1-7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 8W1 (8 week 1)</td>
<td>6/1-7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>SUM (summer)</td>
<td>6/1-8/31</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Summer 5W1 (5 week 1)</td>
<td>6/1-7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 10W (10 week 1)</td>
<td>6/1-8/31</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Summer 5W2 (5 week 2)</td>
<td>7/16-8/31</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 8W2 (8 week 2)</td>
<td>7/16-8/31</td>
<td>50%</td>
<td>20</td>
</tr>
</tbody>
</table>

*Prorate FTE for courses that are larger or smaller than 3 semester credit hours.

**Dates will vary from year to year. Watch for annual instructions from Academic Resources.
Adjunct Instructor ePAR Transactions
Hiring New Adjunct Instructors

Tips 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 Academic Sessions Payroll Dates chart. Must be included in order to approve ePAR.
- 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:** NNE
- **Last Update Date/Time:** 08/07/2019 4:05:28PM
- **Submitted Date/Time:** 05/05/2019 7:51:04PM
- **Created by:** Awarado.Naomi Ellin
- **Phone:** 940565-4872
- **by:** ago0026

**Empl ID:** [redacted]  **Empl Rcd:** 9  **Name:** [redacted]  **Effd:** 01/16/2019  **0 attachments**

**Job Data**

<table>
<thead>
<tr>
<th>Current</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Deptid:</strong></td>
<td>121800</td>
</tr>
<tr>
<td><strong>Position Number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employee Status:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job Code:</strong></td>
<td>0700</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>WH</td>
</tr>
<tr>
<td><strong>Std. Weekly Hours:</strong></td>
<td>10.00</td>
</tr>
<tr>
<td><strong>FTE:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Rate:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Monthly Rate:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Reports to Supv ID:** [redacted]  **Reports to Supv ID:** [redacted]  **Webclock/Desk Punch**
### 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 Bus 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>
</table>

#### New

<table>
<thead>
<tr>
<th>SpeedType Key</th>
<th>Spendd Project</th>
<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 Bus 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>
<td>1</td>
<td></td>
<td>01/01/2019</td>
<td></td>
<td>121800</td>
<td>50121</td>
<td>105</td>
<td>80001</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>189.009</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Pay Data

### Position Data

Requestor Comments:
- Adjunct teaching one course for Jewish Studies
Returning continuing Adjunct Instructors

• 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 Academic Session Payroll Dates chart for sample date information
  • 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
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:** Performance Management

- **Last Update Date/Time:** 01/02/2018 2:48:01PM
- **Submitted Date/Time:** 12/19/2018 3:59:28PM
- **Created by:** Hammett, Carol D'Ann
- **Phone:** 940369-6574
- **Effd:** 01/15/2019

**Job Data**
- **Current**
  - **Home Dept:** 135340
  - **Position Number:**
  - **Employee Status:** Short Work Break
  - **Job Code:** 0700
  - **Location:** CHIL
  - **Salary Grade:** F01
  - **Std. Weekly Hours:** 10.00
  - **FTE:** 0.25
  - **Annual Rate:** $3,000.01
  - **Monthly Rate:** $665.67
  - **Reports to Supv ID:**
- **New**
  - **Home Dept:** 135340
  - **Position Number:**
  - **Employee Status:** Return from Work Break
  - **Job Code:** 0700
  - **Appl. End Date:** 05/31/2019
  - **Location:** CHIL
  - **Salary Grade:** F01
  - **Std. Weekly Hours:** 20.00
  - **FTE:** 0.50
  - **Annual Rate:** $6,000.03
  - **Monthly Rate:** $1,333.34
  - **Reports to Supv ID:**

**View Source of Funds**
Tips for creating the e-PAR:

- **Type of ePAR:** Employee Transaction
- **Action:** Termination
- **Reason:** Select reason employee is terminating from the pull-down menu. The reason “End of Job Assignment is most commonly used.
- **Effective date:** Because adjuncts are semester by semester employees, if they complete the work for the semester and are not returning, a termination *can* be submitted. See the Academic Session Payroll Dates slide for appropriate dates.
- **If a termination is not submitted,** the appointment will go into short workbreak status and can be terminated via the mass termination process.
- **If the employee does not complete the semester,** a termination ePAR should be submitted with an effective date of one day *after* the last physical day worked.
- **Last Physical Date:** Date employee last physically worked
- **Enter the appropriate number of hours worked on last physical day.**
### Select Action and Employee

**ePAR Header**

- **Business Unit:** NT752
- **Home Deptid:** 135340
- **Last Update Date/Time:**
- **Submitted Date/Time:**
- **Created by:** Patterson, Tami L
- **Phone:** 940/565-3953
- **Off Boarding ID:** Tlp0015

**Empl Id:** 10007847
- **Empl Rcd:** 7
- **Name:** Tinsman, Corey L

**Effdt:** 01/16/2021

**Type of ePAR:** Employee Transaction
- **Action:** Termination
- **Reason:** End of Job Assignment

**Last Physical Date:** 12/11/2020
- **On 01/15/2021 remove after:** 0 hours
- **All Time Reported in T & L Timesheet**

### Job Data

**Current**
- **Home Deptid:** 135340
- **Criminal Justice**

**New**
- **Home Deptid:** 135340
- **Criminal Justice**

**Position Number:**
- Employee Status: Short Work Break
- **Employee Status:** Terminated

**Job Code:** 0700
- **Adjunct Faculty**
- **Adjunct Faculty**

**Location:** CHIL
- **Location:** CHIL

**Salary Grade:** F01
- **Salary Grade:** F01

**Std. Weekly Hours:** 10.00
- **Std. Weekly Hours:** 10.00

**FTE:** 0.25
- **FTE:** 0.25

**Annual Rate:** $3,186.90
- **Annual Rate:** $3,186.90 (4.5)

**Monthly Rate:** $708.20
- **Monthly Rate:** $708.20

**Hourly Rate:** $16.34
- **Hourly Rate:** $16.34

**Reports to Supv ID:** 11457741 Jody Sundt
- **Reports to Supv ID:** 11457741 Jody Sundt
Employee Changes

Changes are periodically needed for adjunct appointments. Examples of needed changes include a change in the funding source or a supervisor change. To begin to ePAR:

- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Effective date: Enter the date the change is effective

Examples follow
To adjust a funding source, add a new row in the Department Budget Data section by clicking on the + and entering the desired chart string.
To change a supervisor, the *position number* of the new supervisor should be entered into the Position Data section located toward the bottom of the ePAR.
Helpful Hints and Information
Helpful Hints

✓ Remember - Comments Are Your Friend!! Please describe the action(s) you are taking on the ePAR. If you have notes about source of funds, please include them.
✓ Ensure all needed attachments are included.
✓ Check the workflows – if they look unusual, please give us a call.
Academic Resources Contacts

**Brandi Everett**  Faculty and Academic Administrators, ext. 3951

**Tami Patterson**  Additional Pay items, Tasks, Academic Staff, FDL and Modified Service ePAR’s, ext 3953

**Melissa Holland**  New Faculty job postings, onboarding, and records  ext. 2673

**Davelyn McCartney**  Salaried Grad Student ePAR’s and Criminal History Checks, and questions,  ext. 3512

**Chance McMillan**  Adjunct job postings, hiring and ePAR’s, ext. 2138