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 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 0703-ESL Adjunct-teaching select Intensive English Language Institute (IELI) courses in communication and writing/grammar
- Job code 0770-PhD Student Mentor-mentorship of PhD students during their tenure in a PhD program

Beginning the Recruitment Process

- The recruitment process for Adjuncts, Adjunct Assistants, ESL Adjuncts, or PHD Student Mentors is now initiated via ***ePAR process***
- The completed ePAR notifies Academic Resources that an adjunct recruitment request has been approved for posting to People Admin. The ePAR does not encumber funding or create any type of position or job data.
- Steps for creating the e-PAR:
  - Type of ePAR: Post a Job
  - Select the "Non-Position Salaried" radio button
  - Effective date: 9-1-XX (or other appropriate start date)
  - Enter the desired job code (0700, 0703, 0710, 0770)
  - Reports to: Enter position number of direct supervisor
  - Enter 10 for standard hours or an FTE of .25
  - Click "External" for posting option
  - Click "Other" for work schedule
  - Enter the Monthly rate and select 4.5 month for Appointment Term
  - Enter the employee ID of the hiring manager
  - Attach the revised Adjunct Instructor Recruitment Request Form
    - https://vpaa.unt.edu/sites/default/files/legacy/provost/Adjunct%20Recruitment%20Request%20Form%20%28fillable%202017.03.01%29_0.pdf

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02/12/2019 13:34:48

All ▾ | Search | » Advanced Search | 🔍 Last Search Results

Enter New Information

▼ **ePAR Header**

Business Unit: NT752	**Home Deptid:** 135330	**Last Update Date/Time:** 02/12/2019 1:46:29PM	**by:** tlp0015
PAR ID: 0000227982	Social Work	**Submitted Date/Time:**	
PAR Status: Open		**Created by:** Patterson,Tami L	tlp0015
Type of ePAR: Post a Job		**Phone:** 940/565-3953	

ePAR Help Resources

Next >>

○ Position (without changes) ⦿ Non-Position Salaried ○ Non-Position Hourly

Please enter effective date to populate current data
Effdt: 09/01/2019 📅

1 attachment ←

Expand/Collapse All

▼ **Non-Position Salaried**

New
Job Code: 0700 🔍

Job Title: Adjunct Faculty
Home DeptID: 135330
Reports To: 00006631 🔍 Sharon Bowland

Standard Hours: 10.00 **FTE:** 0.250000

FLSA Status: Exempt

Default Appt Term: 4.5 MONTH

Location: CHIL 🔍 Chilton Hall

Job Posting Instructions

Posting Option

( ) External*   ( ) Internal to Dept (n/a to HSC)   ( ) Internal to Institution

*A position MUST be posted externally in order for employees at the other UNT System institutions or hourly staff to apply.

Work Schedule

( ) Mon-Fri 8:00 AM to 5:00 PM

( ) Other

[ ] Driving University Vehicle Required

[ ] 100% Sponsored Project (UNT)

For Salaried Appointment (no position)

Monthly Rate: $99,999,9

Appointment Term: 4.5 MONTH

Hiring Manager's EMPLID: 10037116

Hiring Manager's Name: Patterson,Tami L

Phone: 940/565-3953

Email: nobody@unt.edu

Additional Contacts that Need Access to Posting:

List those who need access to the posting!

Comments:

254 characters remaining

Cancel   Save As Draft   Next >>

Expand/Collapse All

University of North Texas
Office of the Provost and Vice President for Academic Affairs
Adjunct Instructor Recruitment Request Form
Used for Job Codes 0700, 0703, 0710, 0770

System ID Number (SIN-assigned by Academic Resources)

Submit request through ePAR using the following steps: Go to "Add a new ePAR." Enter department organizational ID#. Select "Post a Job" and then "Add." Then choose the radio button "Non-Position Salaried." Complete ePAR. For appointment term under Job Posting Instructions, select 4.5 month. Attach this form to the ePAR prior to submission. Postings will remain open on the faculty jobs site for the fiscal year: fall, spring, and summer.

Funding Source/Chart String:

_____

Revised 10/15/18

Anticipated Courses or Work Assignment (need not be all inclusive):

Minimum Requirements:

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?

☐ Have you ever been employed by the University of North Texas? If so, in what capacity and last semester employed?

☐ 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.)

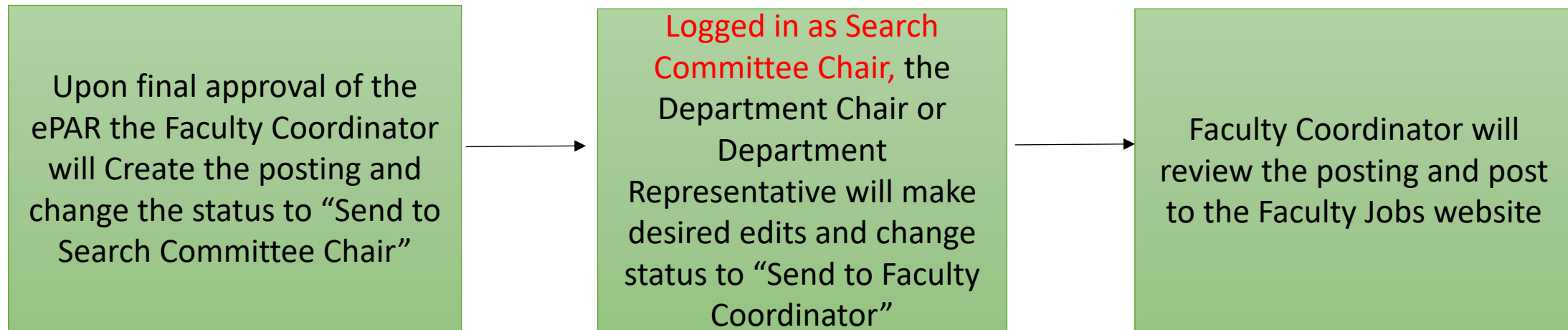**Additional questions you would like to include, if any:**

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.

What is the Posting Process Workflow?

Upon final approval of the ePAR the Faculty Coordinator will Create the posting and change the status to "Send to Search Committee Chair"

→

Logged in as Search Committee Chair, the Department Chair or Department Representative will make desired edits and change status to "Send to Faculty Coordinator"

→

Faculty Coordinator will review the posting and post to the Faculty Jobs 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 department to dispense any non-hired candidates and repost the position for the next academic year.
- Electronic workflow is brief, with Department Chair, Department Admin and Academic Resources being the only necessary users/approvers, unless other academic administrators wish to be added to the posting selection workflow process.

Offers

- As individuals are selected, departments will indicate them as "Recommend Adjunct 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
- If needed, 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
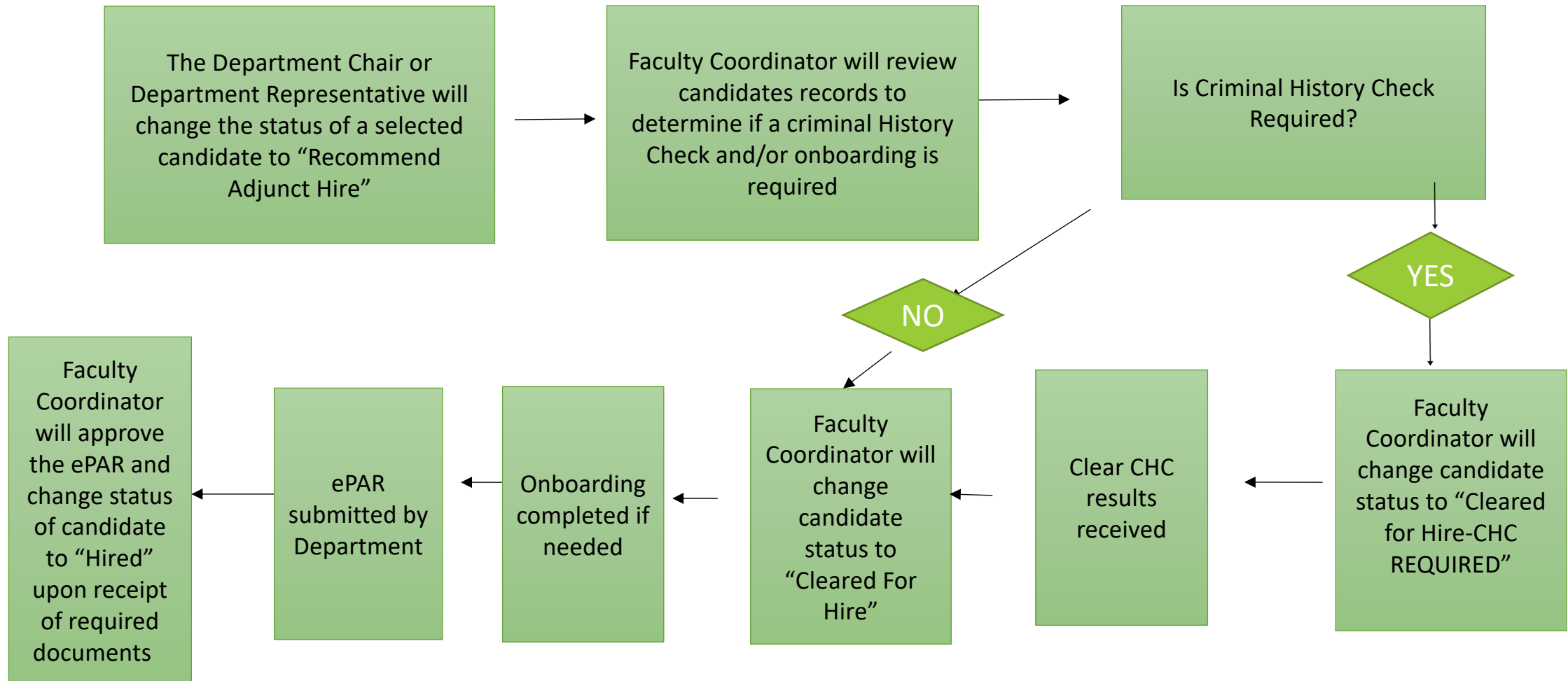
Orientation

- 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 Faculty Jobs?

The Department Chair or Department Representative will change the status of a selected candidate to "Recommend Adjunct Hire" → Faculty Coordinator will review candidates records to determine if a criminal History Check and/or onboarding is required → Is Criminal History Check Required?

NO → Faculty Coordinator will change candidate status to "Cleared For Hire"

YES → Faculty Coordinator will change candidate status to "Cleared for Hire-CHC REQUIRED" → Clear CHC results received → Faculty Coordinator will change candidate status to "Cleared For Hire"

Faculty Coordinator will change candidate status to "Cleared For Hire" → Onboarding completed if needed → ePAR submitted by Department → Faculty Coordinator will approve the ePAR and change status of candidate to "Hired" upon receipt of required documents

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

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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:** ▮▮▮▮▮   **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

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	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

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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
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			

ePAR Help Resources

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

▼ Job Data

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

- Abby Ogenche – abby.ogenche@unt.edu, ext 2138 (Adjuncts)
- Davelyn McCartney- davelyn.mccartney@unt.edu , ext 3512 (Salaried Grad ePAR's)
- Melissa DeLozier Holland, melissa.delozier@unt.edu, ext 2693 (New Faculty onboarding and records)
- Tami Patterson – tami.patterson@unt.edu, ext. 3953 (Salaried Graduate Student Information, *Summer* Faculty appointments, Staff, additional pay items)
- Melinda Lilly- melinda.lilly@unt.edu, ext. 3951 (New & Existing Faculty)