

ADJUNCT / OVERLOAD

NEW HIRE AND REHIRE INSTRUCTIONS

Candidates interested in adjunct employment have the ability to apply to the Fairmont State University FY adjunct pool. Applicants may apply online at www.fairmontstatejobs.com.

IMPORTANT: Anyone not hired with an adjunct/overload contract in the previous fiscal year (including current employees) are required to apply to the adjunct pooled posting. Once the person has applied, the new or rehire adjunct employment process may be completed as shown on page 2 and 3 of this instructional document.

Candidates or employees hired with an adjunct/overload contract in the previous fiscal year do not have to apply to the pooled posting prior to submitting the adjunct hire action.

Employees who have the 'supervisor/hiring manager' user type in PeopleAdmin as of July 1 will automatically be given permission to view (see below screenshot) applicants who have applied to the adjunct pool. If you are an employee who needs to complete the adjunct hiring process but do not have access to the pool, please ask your school dean to send an email to HR@fairmontstate.edu.

If you have any questions about the posting process, please contact HR at 304-367-4807 or 304-367-4111.

Welcome Maria Marshall. You are logged in. Monday, July 1, 2019
Your Current UserType: Supervisor/Hiring Manager.

Hiring Manager Site

Hiring Manager's Guide
View / Download

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Hiring Managers: Please click here for instructions about sending requisition to next level approver.

Table with 10 columns: Position Title, Working Title, Requisition Number, Type of Position, Apps In Process, Job Open Date, Job Close Date, Full Consideration Date, Department, Posting Status. Row 1: Pooled Position: FSU Adjunct, FSU Adjunct Faculty - JOIN OUR DATABASE (2019/2020), 20200001, Adjunct Faculty Pooled, 10, 06-28-2019, 06-30-2020, Pooled Adjunct Position - Varies, Adjunct pooled position posted.

Completing the Online Adjunct Hiring Process:

Online approval through the Fairmont State Hiring Manager's Site must be obtained before the employee can begin working or be compensated. **Please search the Rehire Database first (even if the employee is a new hire for your department) by following steps 1 – 5 below.** Rehires are much shorter and quicker than new hires because the employee's personal information is already in Banner! If you find no record by searching last name and classification title, you will need to follow the steps for completing the **Adjunct NEW HIRE Process**, page 3.

IMPORTANT: Monies must be available in the appropriate budget line item **and a position control number (A#) assigned by the Budget Office** before an employee can be hired and paid via the PeopleAdmin Adjunct Hire process. Adjunct Hire requests submitted to payroll without sufficient budget to support the payment will be rejected and the budget manager will be notified via e-mail.

Instructions for Completing Adjunct REHIRE Process

Search Rehire Database:

1. Log into PeopleAdmin via 'Quick links' at www.fairmontstate.edu (then click on myFairmontState). Log in with your UCA and password. Click on "**HR – PeopleAdmin.**" Once logged into PeopleAdmin, confirm that you are logged in with the '**Supervisor/Hiring Manager**' user type. The system identifies how you are logged in > see welcome box at top of the page. The current user type is identified in **bold blue** font. If you are not logged in as **Supervisor/Hiring Manager**, please change your user type by clicking '**change user type,**' a menu item located under ADMIN; select Supervisor/Hiring Manager radio button, then click '**change group.**'
2. Under Position Descriptions, click '**Begin New Request.**'
3. Under Rehire Adjunct Appointment, click '**Start Action.**'
4. Under **Classification title**, select '**ADJUNCT/OVERLOAD APPOINTMENT,**' then enter the employee's last name in the '**Employee Last Name**' field (or SSN – no hyphens — in the SSN field). Click '**search.**'
5. If the search brings back the appropriate employee information, continue with Step 6 of the rehire process. If not, **STOP** and go to Step 2 in the **Instructions for Completing Adjunct NEW HIRE Process** (page 3).
6. Click '**start action**' under appropriate employee's present job title.
7. Click '**continue to next page**' which will take you to the '**Personal Employee Information**' tab; review required fields for accuracy on this tab.
8. Click '**continue to next page**' which will take you to the '**Job Information**' tab; click '**add new entry**' to complete required fields on this tab. When finished completing the required fields, click '**add entry.**'
9. Click '**continue to next page**' which will take you to the '**Notes**' tab; notes are optional and may be entered in the notes section. Once a note is entered, click '**add notes,**' then '**confirm.**'
10. At this point, if desired, you may print the online adjunct hire report by clicking 'Adjunct Hire' located under the report section (upper right of page). Please retain for *College/School use only* – do not send to the Payroll Office.
11. Click '**continue to next page**' which will take you to the '**View Rehire Adjunct Appointment Summary**' page.
12. Select the appropriate radio button. If the adjunct hire has been approved by the hiring manager, select '**Submit Action to Payroll.**' If you are not ready to send to payroll, select '**Save Action without Submitting.**' Click '**continue**' and '**confirm.**'
13. If you are finished working in the system, please click '**logout,**' located under ADMIN on left hand side of your menu.

Instructions for Completing Adjunct NEW HIRE Process:

1. If you are already logged in with the Supervisor/Hiring Manager user type, skip to step 2. If not, log into PeopleAdmin (see login instructions on page 2). Once you are logged into PeopleAdmin, confirm that you are logged in with the **'Supervisor/Hiring Manager'** user type. The system identifies how you are logged in > see welcome box at top of the page. The current user type is identified in **bold blue** font. If you are not logged in as Supervisor/Hiring Manager, please change your user type by clicking **'change user type,'** a menu item located under ADMIN; select Supervisor/Hiring Manager radio button, then click **'change group.'**
2. Under Position Descriptions, click **'Begin New Request.'**
3. Under Hire for Adjunct Appointment, click **'Start Action.'**
4. Select classification title called **'ADJUNCT/OVERLOAD APPOINTMENT.'** Click **'search.'**
5. Click **'select title and continue.'**
6. Click **'continue to next page'** which will take you to the **'Personal Employee Information'** tab; complete required fields on this tab. Note: During the offer to the applicant and IF s/he has accepted, you will need to gather the following information in order to complete this tab. If the person is already employed, s/he may not need to complete the new hire paperwork (I9, W-4, etc). Please contact payroll (ext. 4818 or 4652) with any questions.
 - Last name, First name, Middle name
 - Social Security Number
 - Address, including county
 - Hispanic or Latino? (yes or no)
 - Race (American Indian/Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White)
 - Date of Birth
 - Name as it appears on SS card (this will be verified when gathering payroll forms, I9, W4, etc)
 - US Citizen?
 - Contact telephone number
7. Click **'continue to next page'** which will take you to the **'Job Information'** tab; click **'add new entry'** to complete required fields on this tab. When finished completing the required fields, click **'add entry.'**
8. Click **'continue to next page'** which will take you to the **'Notes'** tab; notes are optional and may be entered in the notes section. Once a note is entered, click **'add notes,'** then **'confirm.'**
9. At this point, if desired, you may print the online adjunct hire report by clicking **'Adjunct Hire'** located under the report section (upper right of page). Please retain for *College/School use only* – do not send to the Payroll Office.
10. Click **'continue to next page'** which will take you to the **'View Hire for Adjunct Appointment Summary'** page.
11. Select appropriate radio button. If the adjunct hire has been approved by the Supervisor/Hiring Manager, select **'Submit Action to Payroll.'** If you are not ready to send to payroll, select **'Save Action without Submitting.'**
12. Click **'continue'** and **'confirm.'**
13. If you are finished working in the system, please click 'logout,' located under ADMIN on left hand side of your menu.

The following must be on file with Fairmont State University for contract and payroll processing:

- 1) Official Transcript(s) indicating completed graduate study – transcript will be maintained in appropriate school office
- 2) Completed **Hiring Manager Check List for New Hires** (used as a cover sheet for following forms)
- 3) Completed **Form W-4** – Employee's Federal Withholding Allowance Certificate
- 4) Completed **Form WV/IT-104** – Employee's State Withholding Exemption Certificate
- 5) Completed **Form I-9** – Employment Eligibility Verification (when initially employed at Fairmont State)
- 6) Completed **Form Direct Deposit Authorization**
- 7) Completed **Street Maintenance form**

If you selected, 'Save without Submitting:'

1. You may return to your saved action by logging back into PeopleAdmin. Once logged in, click on '**Pending Actions**' located under '**Position Descriptions**' on left hand side of your menu.
2. Click '**view**' under the appropriate position title. This opens the action for view only. You have two choices:
 1. If everything looks okay and you are ready to submit the action to payroll, select the radio button for '**Submit Action to Payroll.**' Click '**continue**' and '**confirm.**' If you are finished working in the system, please click '**logout,**' located under ADMIN on left hand side of your menu.

OR

2. If you need to make edits to the action, click '**edit**' a blue link located at the top of the page. Continue to step 3.
3. Make edits to each tab as needed, clicking '**continue to next page**' to navigate through the tabs until you reach the '**View Hire for Adjunct Appointment Summary page.**'
4. Select the appropriate radio button to save or send to payroll. Click '**continue**' and '**confirm.**'
5. If you are finished working in the system, please click '**logout,**' located under ADMIN on left hand side of your menu.

If an action is returned to you by Payroll

1. Log into PeopleAdmin (see step 1 on page 2 regarding login instructions). Please confirm that you are logged in with the '**Supervisor/Hiring Manager**' user type. The system identifies how you are logged in > see welcome box at the top of the page > your current user type is **bold and blue**. If you are not logged in as '**Supervisor/Hiring Manager,**' please change your user type by clicking '**change user type,**' a menu item located under **ADMIN**.
2. Under the Position Description heading, click '**Pending Requests.**'
3. Click '**View**' beneath the appropriate position title.
4. The screen that comes up is the View Summary Page. This is where you can view the entire action in one window.
5. Scroll down to the **NOTES** portion of the page. You will find the reason that payroll returned this action to you.
6. Click '**edit**' link above the Action Status bar and then complete necessary edit(s) navigating through each section by clicking '**Continue to Next Page.**'
7. Once you reach the '**view summary**' page, select radio button for '**submit to payroll.**'
8. Click '**continue**' and '**confirm.**'

Outstanding action message

Occasionally, when beginning an adjunct action, you will get a system message saying there is an outstanding action and therefore, you will be unable to continue with this particular person's adjunct job. This message means one of two things:

1. In most cases, another department is in the process of hiring the same person for a different adjunct job. Until that department's action is approved by payroll, you will not be able to start your own request.
2. If you started an action on the person and was interrupted before you could complete or save the action, the record has probably been locked in the 'create status.' Occasionally, we find that the action will automatically unlock itself given some time. Feel free to retry the action after a couple hours. If the action does not unlock, please email hr@fairmontstate.edu and HR will contact PeopleAdmin.

Pay Deadlines:

- Online PeopleAdmin approval for any semester must be received two weeks prior to the employee's anticipated start date.
- Online Adjunct Hire Action Approvals not received timely will be processed on the next available pay date.

Pay Dates:

- Employees are paid biweekly and in arrears.

For example:

- If an employee is hired Aug 15, s/he will be paid Sept. 16
- If an employee is hired Jan. 17, s/he will be paid Feb. 17

If a Class is Canceled:

- If a class is canceled, **please contact the payroll office immediately** so that the adjunct's job can be deleted.

Assigning a CIP Code:

CIP code descriptions may be viewed online at

http://www.fairmontstate.edu/facstaffresources/hr/forms/cipcode_descriptions.xls

Employee's Room No and Building:

- On-Campus address should be reflected as Room No and Building (Ex: 324 HB).
- Off-Campus address should be reflected as 'Aviation Center' or 'NASA,' or other location, etc.