How to Hire an Adjunct Employee

The following describes the process of hiring an Adjunct employee. All requests should be initiated at least two weeks prior to the Adjunct's intended start date. Human Resources sends out a communication with specific instructions for hiring Adjuncts prior to every fall and spring semester.

All paperwork generated in the selection process of the Adjunct is kept at the Department level. This paperwork includes the resume, application, two letters of recommendation, and transcripts. No paperwork should be sent to Human Resources.

Important: Under **no** circumstance should a new hire start working for Montclair State University (MSU) until they complete an I-9 Employment Verification form (I-9) with MSU's Human Resources. If your new hire completed an I-9 with MSU's Human Resources within the last three (3) years, they may be eligible to use the I-9 that is currently on file. To confirm your new hire needs to complete a new I-9, please contact hr@montclair.edu .

- No new hire can be entered in Workday without completing an I-9.
- All rehires that previously worked for MSU and completed their most recent I-9 three (3) or more years prior to their rehire date must complete a new I-9 and cannot be entered in Workday without completing a new I-9.
- If a rehire completed their most recent I-9 less than three (3) years prior to their rehire date, they may not have to complete a new I-9. Please contact hr@montclair.edu to confirm if your rehire needs to complete a new I-9.

All I-9's are processed in Human Resources. Please refer employees to the HR website for I-9 information and for how to schedule an appointment to complete an I-9.

I-9 completion ***does not*** send any information to Workday. Once the I-9 is completed, the new hire or rehire and Department will receive a confirmation email from hr@montclair.edu. This email indicates the department may enter the new hire or rehire in Workday.

Who can initiate this process?

- Administrative Assistant
- Manager

DO NOT USE THIS PROCESS for the following:

- An Adjunct, Temporary, or Student employee who is currently active in Workday. Please use the Add Job process instead.
- An employee classified as a Regular employee. Regular employees consist of Managerial, AFT Professional Staff, Faculty, Instructional or Clinical Specialist, and Civil Service. A Regular employee type may also be referred to as Full-time or Permanent.

- In order for a Regular employee to teach a class during the fall or spring semester, the Approval/Payment Form for Teaching must filled out and submitted.
- Faculty and Instructional or Clinical Specialists are not eligible to fill out this form.

ONLY Use this Process for the Following:

- To hire a new employee as an Adjunct. The term **new employee** means someone that has never worked for MSU.
- To rehire an employee as an Adjunct. A rehire means the person worked for MSU in the past but is currently in a terminated status.

Information Needed to Initiate this Process:

- I-9 confirmation email from HR or confirmation from HR that a new I-9 does not need to be completed
- Legal first and last name
- Home address
- Personal email address
- Home phone number
- Social security number
- Date of birth
- Cost center
- Start and end date of assignment

If you have any questions or encounter any errors during this process, please contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Approval Workflow in Workday

1) Initiation of process by Administrative Assistant or Manager
2) Approval by Human Resources
3) Approval by Manager (this step is skipped if the process was initiated by the Manager)
4) Approval by Alternate Unit Head (this is the Dean or an assigned delegate)
5) Approval by Division Vice President
6) Once the approvals are complete, a task to enter payment will automatically be assigned to you to complete. This task is called Manage Period Activity Pay.

You can use the How to View Status of Business Process quick guide to check on the business process as it goes through approvals.

You can use the How to Configure the Adjunct Worklet quick guide to add the Adjunct worklet to your Workday homepage.

If you need this process sent back to you after submitting, please send an email to WCCSupport@montclair.edu with the name of the employee.

Instructions

Before starting this process, scan and send the Adjunct's transcripts to the Office of the Provost with the subject line: Transcript for [Employee Name].

Part 1: New Hire or Rehire

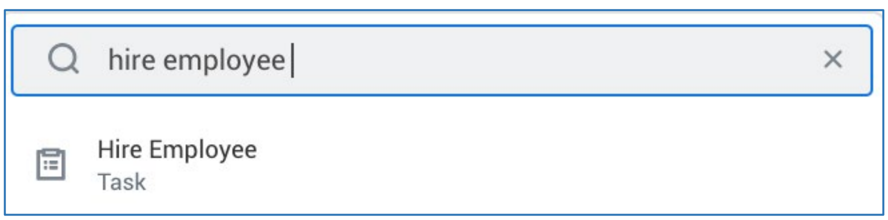
Determine if your hire is a new hire or a rehire.

1) In the Workday search bar type the employee's name and hit enter.
2) In the search options on the left of the page, select **People**.
3) Look for your employee's name in the results.
   - If you do not find the employee in the search results, they are likely a **new hire**.
   - If you find the employee's name in the search results but **(Terminated)** is next to their name, they are a **rehire**.
   - If you find the employee's name in the search results but **(Terminated)** is <u>not</u> next to their name, you will need to process an **Add Additional Job** instead of a hire.

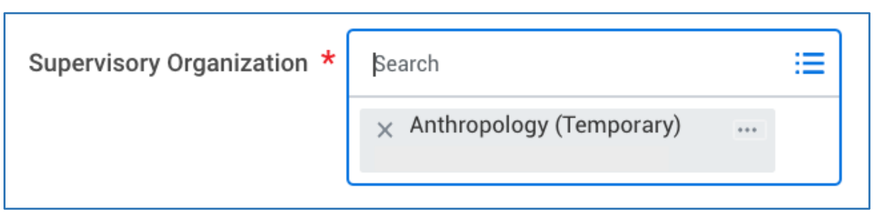
NOTE: On the initial step of the hire, please search for your hire's name in the **Existing Pre-hire** drop down menu. This is to ensure the person does not already have an existing Workday profile.

Part 2: Initiate the Hire Process

1) Type **Hire Employee** in the Workday search bar and select the task that appears.

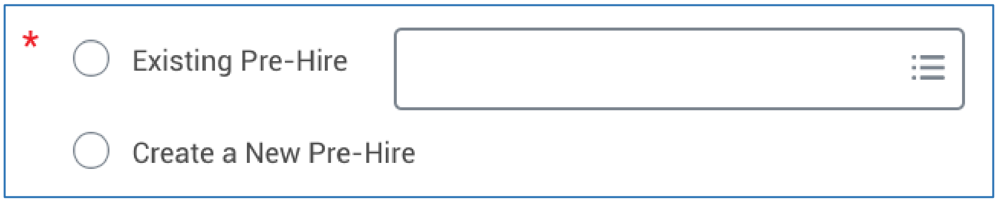


2) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word **Temporary** in the title.



3) If you determine the employee is a **rehire,** search for them in the **Existing Pre-Hire** drop down menu.

   If you determine the employee is a **new hire**, please complete a secondary search in the Existing Pre-hire section of the initiation step. Type the employee's last name and hit enter. If they do not appear, they are a new hire and require the selection of "Create a New Pre-Hire". **If they do appear, then they are a rehire.**

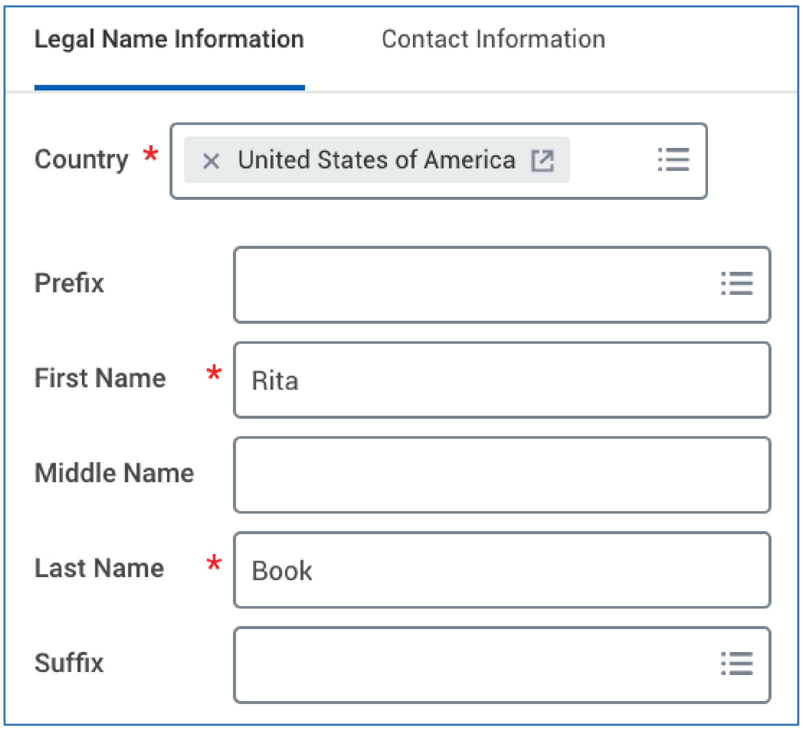


4) Click **OK** at the bottom of the page.

Part 3: Name and Contact Information

(This section will only appear for new hires.)

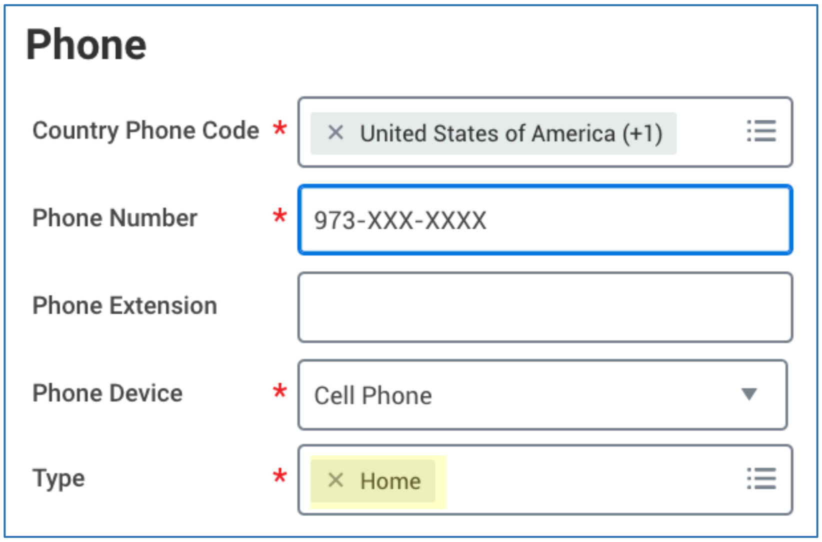
1) Enter the legal first and last name. Do <u>not</u> use preferred names. The employee can enter their preferred name during their onboarding.



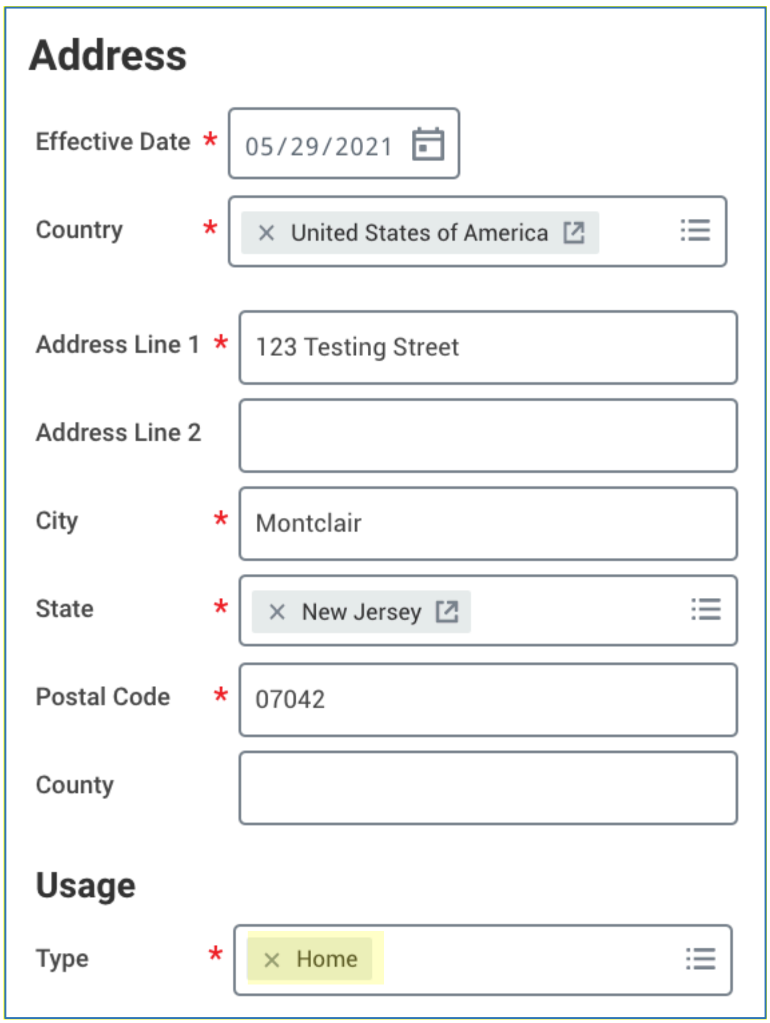
2) Click on the **Contact Information** tab.
3) You are required to enter the employee's
   - HOME address
   - PERSONAL email address (do not use any existing MSU email accounts)
   - PERSONAL cell phone or home phone

   This information will be needed for the employee to claim their NetID.

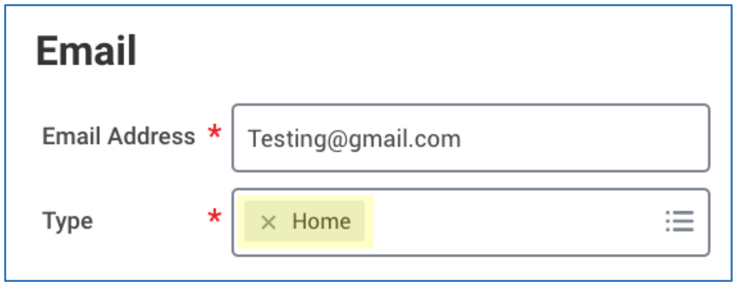
   Do not mark any of this information as Work contact information.
4) Click the **Add** button under **Phone**. Enter the personal phone number for the employee, select the Phone Device, and select **HOME** as the Type.



5) Click the **Add** button under **Address**. Enter the employee's home address and select **HOME** as the type. *Do not enter Montclair State University's address as the home address.*



6) Click the **Add** button under **Email**. Enter the employee's personal email address and select **HOME** as the type.

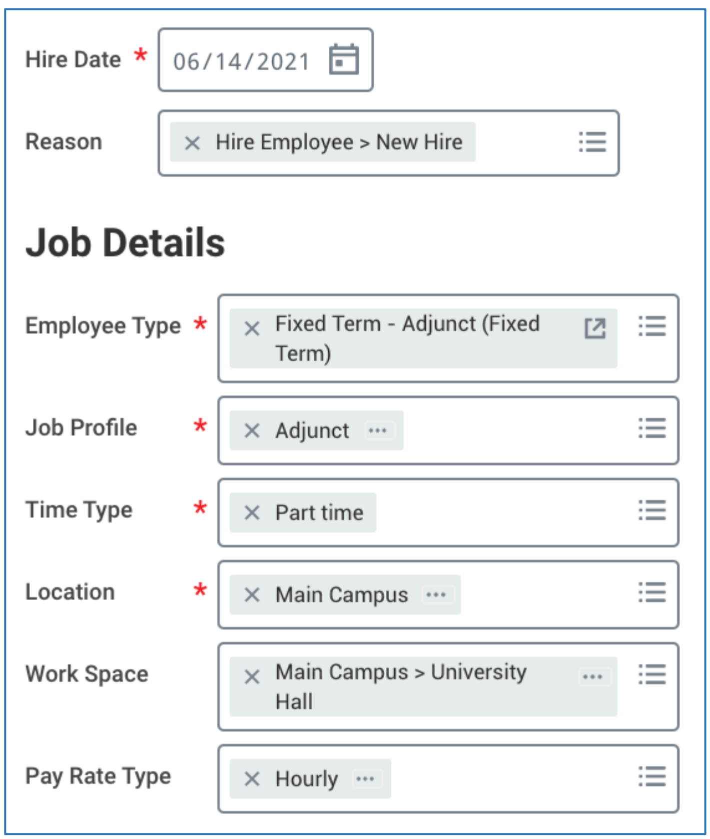


7) Click **OK** at the bottom of the page.

Part 4: Assignment Information

1) Fill in the fields with the following information.

- **Hire Date** = Hire date can be as early as <u>two weeks</u> prior to the start of the semester *(period activity pay start date will still be the first day of the semester).*
- **Reason** = Select New Hire or Rehire
- **Employee Type** = Fixed Term – Adjunct (Fixed Term)
- **Job Profile** = Adjunct
- **Time Type** = Part time
- **Location** = Select Main Campus, 855 Valley Road, or 1515 Broad Street
- **Work Space** = Search for the office location by room number. If the employee does not have their own office space then search for and select the building they work in.
- **Pay Rate Type** = Do not change this field, as it will automatically populate.

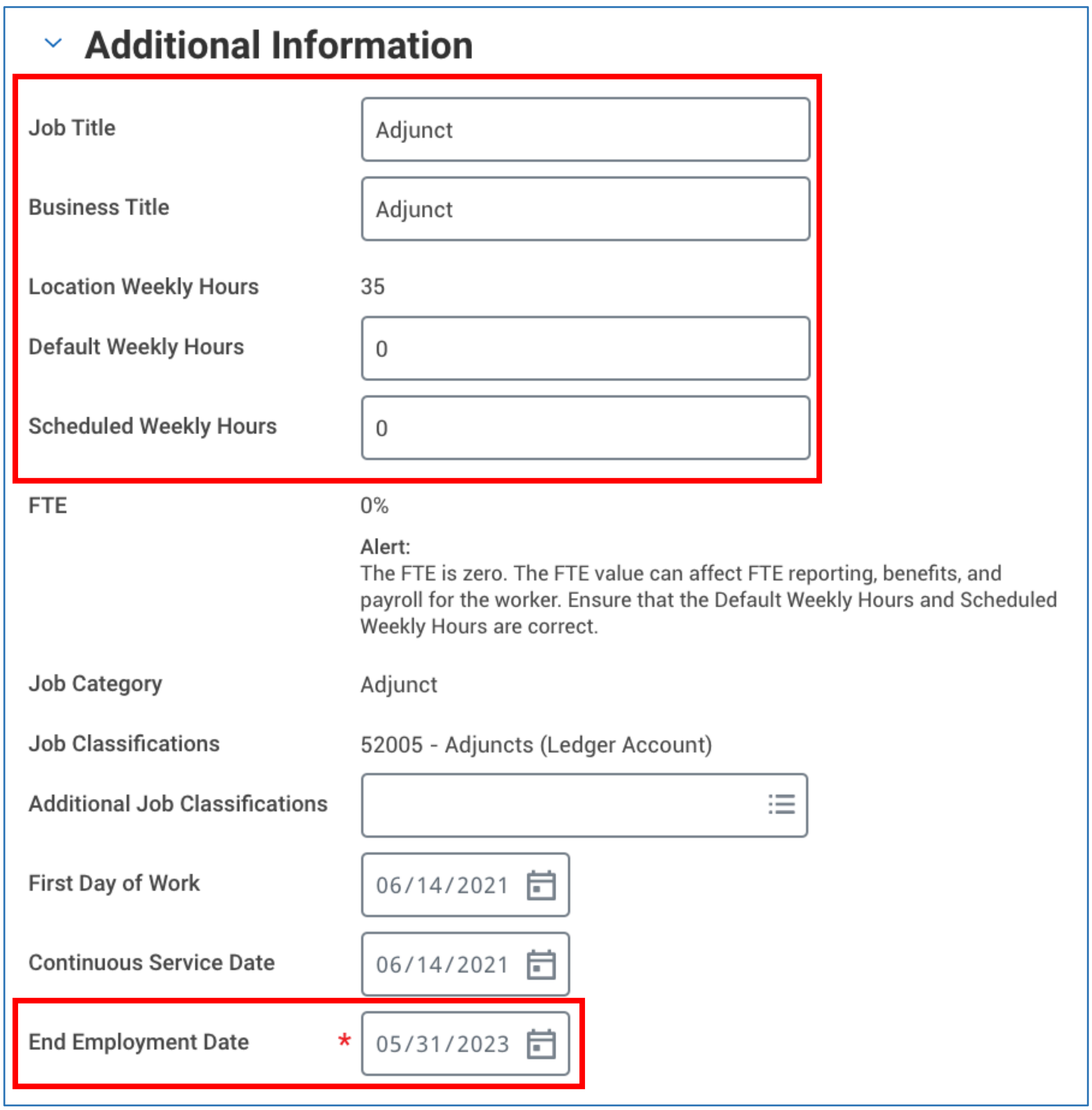


2) Open the next section by clicking on **Additional Details**.

3) Fill in the following information. Do not fill in any other fields.

NOTE: Ignore the orange alert message about the FTE equaling zero.

- **Job Title** = Do not change this field.
- **Business Title** = Do not Change this field.
- **Default Weekly Hours** = 0
- **Scheduled Weekly Hours** = 0
- **End Employment Date** = For Adjuncts the end date can be up to two (2) years in the future.

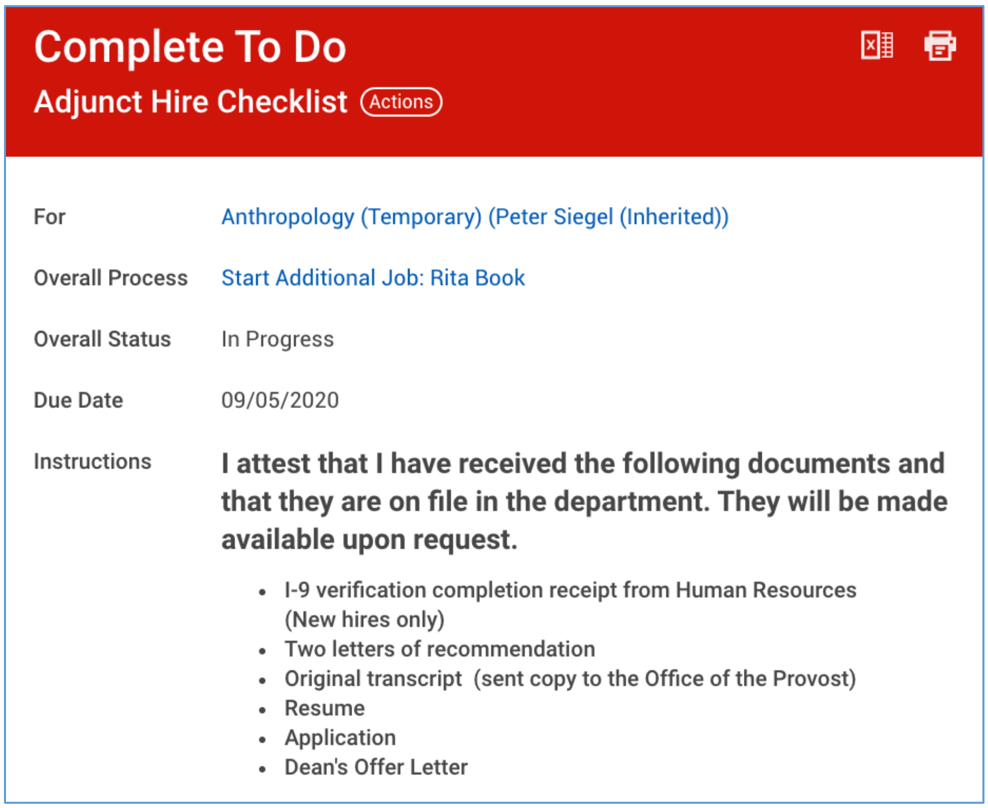


4) Click **Submit** at the bottom of the page.

Part 5: Employee Hire Checklist

1) Click the **To Do** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.

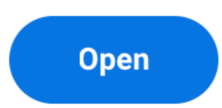
2) The **Adjunct Hire Checklist** step is required. By clicking **Submit** at the bottom of the page, you attest that you agree with this statement.



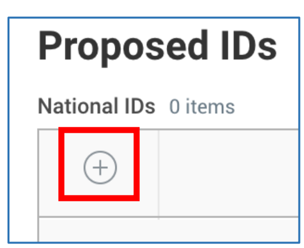
Part 6: Government ID and Personal Information

(If this is a rehire, you will confirm the accuracy of the information already entered.)

1) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



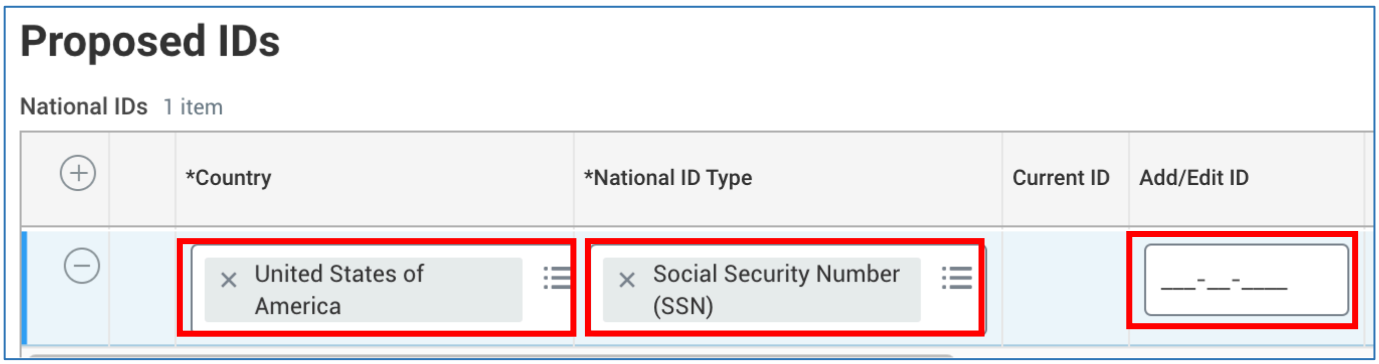
2) Click the plus sign under **Proposed IDs: National IDs**.



3) Enter the following information.

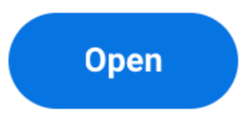
- **Country** = United States of America
- **National ID Type** = Social Security Number (SSN)
- **Add/Edit ID** = The employee's Social Security Number. **Never enter a fake number as the SSN.**
- **Do not enter any other information on this page.**

IMPORTANT: If you receive an error message about a duplicate government ID, **DO NOT CONTINUE**. Click the **Cancel** button at the bottom of the page and contact the Workday Customer Care for assistance (973-655-5000, option 3 or WCCSupport@montclair.edu).

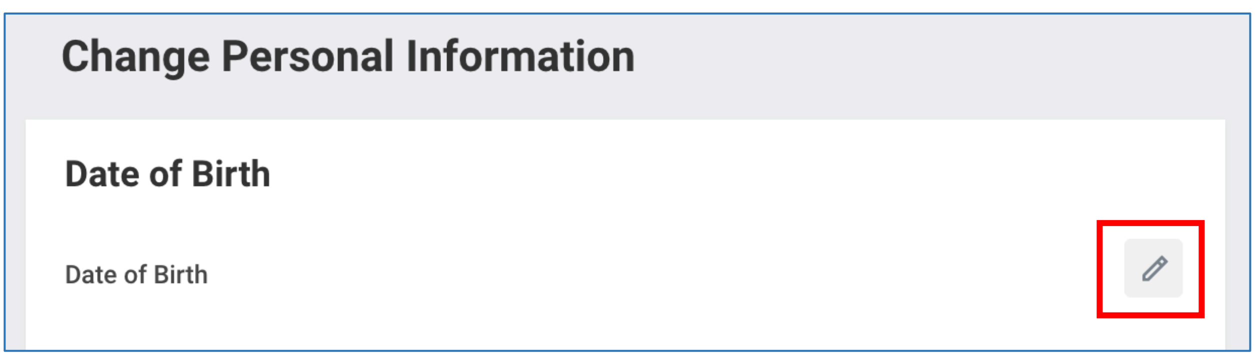


4) Click **Approve** at the bottom of the page.

5) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



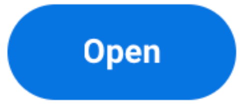
6) Click on the edit icon and enter the employee's date of birth.



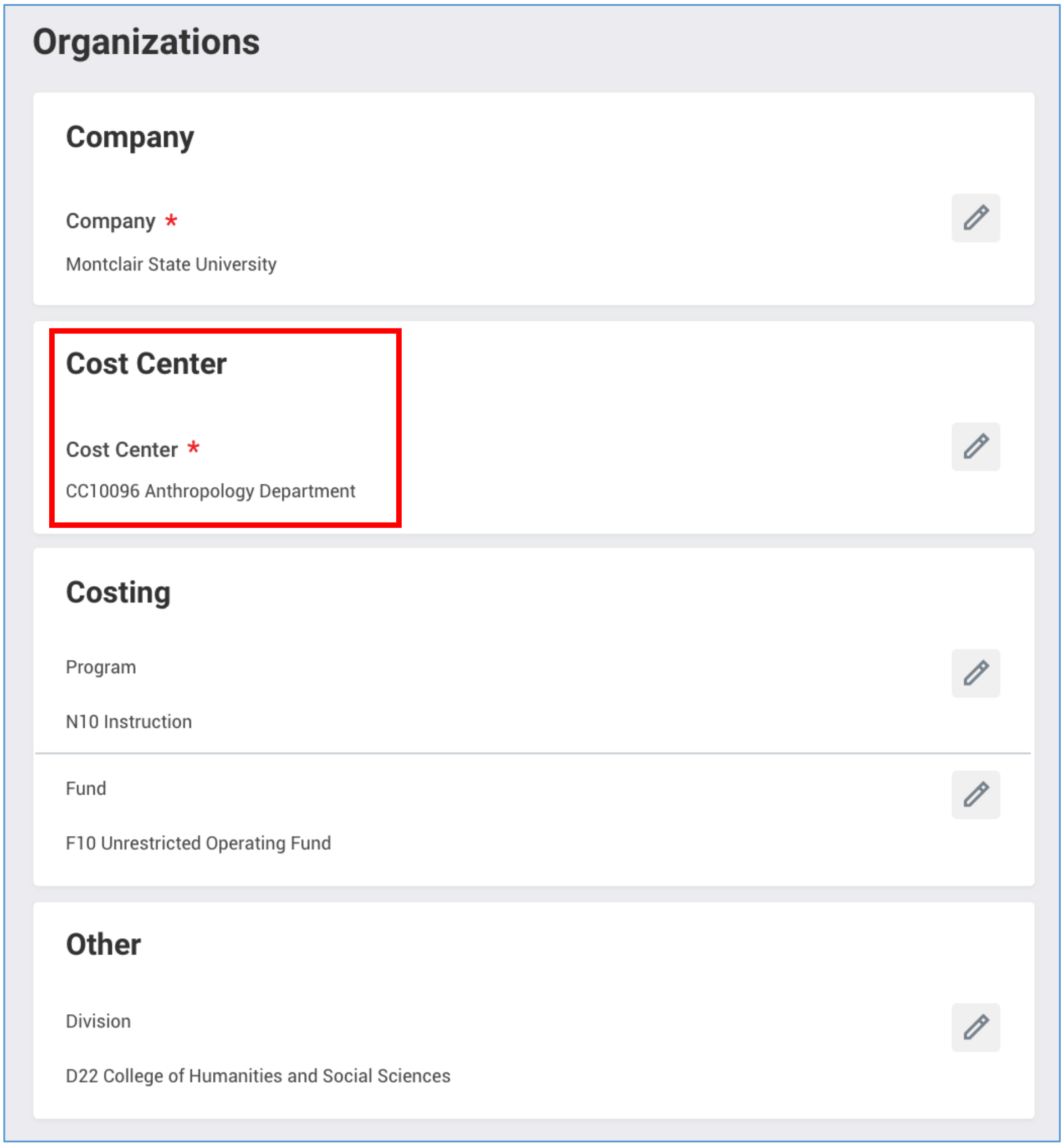
7) Click **Submit** at the bottom of the page.

Part 7: Organization Assignment

1) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



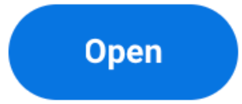
2) Enter the cost center that will be used to pay the employee. The other worktags will get pulled in automatically.



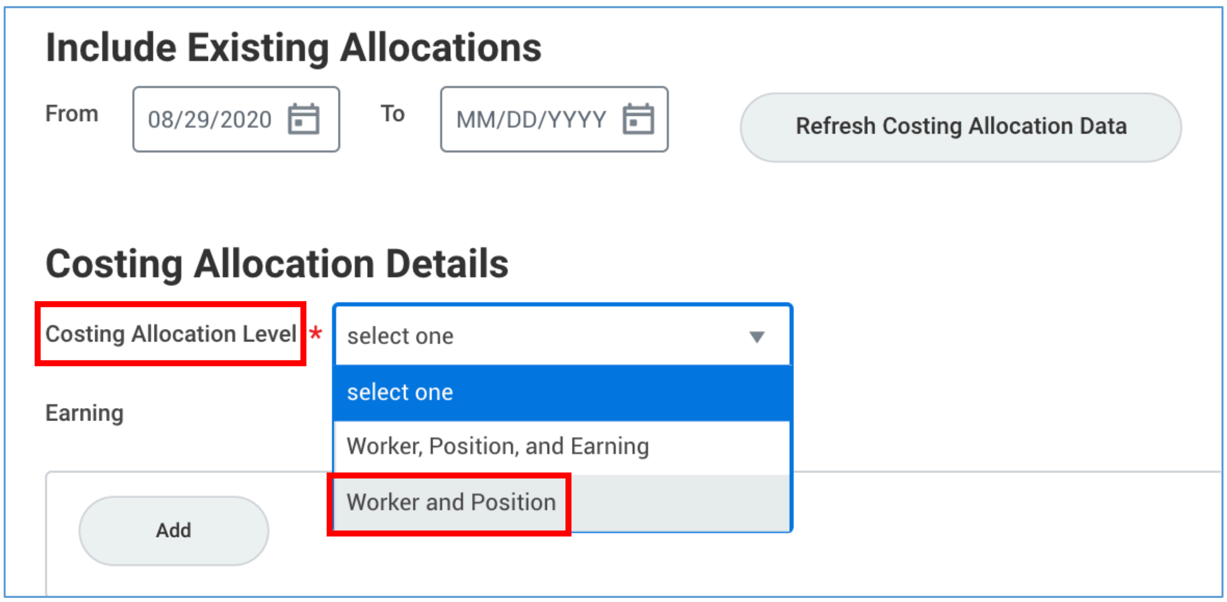
3) Click **Submit** at the bottom of the page.

Part 8: Costing Allocation

1) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



2) Under Costing Allocation Level select **Worker and Position**.



NOTE: The costing allocation details are added for grant or gift funded positions and split funded positions. However, Adjuncts should not have any costing allocation details added because this will be added on the Adjunct's payment entry, if necessary.

3) Click **Submit** at the bottom of the page.

Once the position goes through all the required approvals you will receive a Manage Period Activity Pay task for the Adjunct. This is how you will enter the payment information. Please refer to the **Manage Period Activity Pay** quick guide.