

SU Adjunct Contract Scenario Session - 8/20/24

Possible scenarios:

- New to the institution – **Direct Hire – (Adjunct)**
 - Look to see if employee exists
 - If yes, Rehire
 - Else, Hire
 - Job – adjunct I or II
 - Job Details
 - Organization Assignment for everyone
 - Company SU
 - Department/CC
 - Fund
- Teaching this coming up semester – Contract renewal > **Change Job > Contract Renewal**
 - Teaching more than one class this coming semester I the same department – Adding Period Activity Pay (Payment)
 - **Note: when adding the PAP from Change Job To Do step, need to select the reason “contract already generated”**
- Teaching this coming up semester for another department – **Add Job**
- Not Teaching at all this coming up semester
- Termination – no longer will be teaching for SU

Reports

- Business Process Transactions in date range
- Business Process Transactions Awaiting Action
- Business Process Transactions of Type Awaiting Action

Prior training session:

Hire, Add Job and Change Job Staffing Transactions (Adjuncts)

- **Direct Hire – (Adjunct)**
 - Adjunct Contracts teaching multiple courses in the same “department” under the same Supervisory Organization: They will have one job with multiple Stipend/Period Activity Pay
 - Adjunct Contracts teaching other course(s) under a different “department” under a different Supervisory Organization: Will have an additional job with Stipend/Period Activity Pay
 - Note- The direct Hire BP is different from the Hire from recruiting BP. Most regular workers will come through recruit to hire instead of direct Hire

- **Reasons for Add Job**

- **Adjunct Contract + Contingent I Contract** (completing additional work [projects, etc.] outside of courses taught)
- **Regular Staff + Adjunct Contract** paid on regular pay schedule
- **Faculty PIN plus summer contract**
- **Teaching for another department outside of their home department**

- **Contract Renewal (Change Job)**

- Can be initiated if
 - Employee contract is being renewed in the same department
 - Employee contract has ended for one department and is being renewed for work in another department

- **Note:** for Supplemental, Concurrent and Overload work, the Period Activity Pay BP can be launched independent of the three staffing transactions mentioned above

Pre-Requisite Questions to Ask BEFORE Initiating a Direct Hire

- What type of Worker are you trying to Hire?
 - **Contingent Worker:** Should be hired through “Contract Contingent Worker”
 - **Non-Paid Worker Management Job Aid**
 - **Student:** Should be hired through “Find External Student” report
 - **Hiring in Workday for Students Job Aid**
 - **Regular Workers:** Should come through recruiting
 - **Hiring in Workday Job Aid**
 - **Temporary and Non-Regular Fixed Term Employees (CIs/CILs):** can be hired through Direct Hire BP
 - **Hiring in Workday Job Aid**
- Is the Worker Paid or Unpaid?
 - Non-paid employees should be hired as contingent workers
- Does the employee already exist in Workday?
 - Use the global search (search bar) in Workday to search for an employee’s name to ensure you will not be creating a duplicate record

Security Groups Who Can Initiate the Hire BP

- HCM Action Initiator
- HR Administrator
- HR Partner
- HR Specialist

Create Pre-Hire > Hire

- After the Pre-hire record is created and submitted (**Using the Hiring in Workday Job Aid**), you will be asked to select the supervisory organization (sup org) the adjunct employee will be hired into.
 - Adjuncts should be assigned to job management (JM) supervisory organization
 - JM supervisory organization = Temporary
 - PM supervisory organization = State PIN

- The sup org will default to the organization the initiator supports so be sure to double check!
- When entering details for the Hire, the following job profiles can be selected:
 - 9130- Adjunct Faculty I
 - 9131- Adjunct Faculty II
 - **NOTE:** Staff Adjuncts are handled via the Add Job Process
 - Scheduled Weekly Hours should equal 20
 - When assigning period activity pay (stipend) you will be asked to enter the specific contract hours
 - Work Shift
 - First Shift: Normal Business Hours
 - Second Shift: Evening Hours
 - Third Shift: Overnight

Change Organization Assignments

- After submitting the initial details of the Hire, you will be prompted to review the organization assignments for the worker.
 - At the bottom of this page, ensure all workers have a department ID. Include Time Clock Swiper data for workers who use the TCP timekeeping system

Period Activity Pay

- Select the Academic Period that contains the Start Date of the contract
- Activity Dates = Contract Start Date and Contract End Date
- **Payment Dates**
 - Spread across entire contract
 - Lump sum at the end of the contract by selecting Payment Date and End Date on last date of Contract
- Required: Select Contact or Credit Hour
- 1 Credit Hour = .3334 Work Hours
- 1 Contact Hour = 1 Work Hour
- Required: Please add the Course Identifiers in the PAP comment section

Note: The costing allocation in this section is related to the Stipend. After PAP is initiated, you will be asked to enter the costing for the job/position.

- Quantity = Number of courses they are teaching
- General rule of thumb, one Period Activity Pay for each course. If the course has a supplemental activity, i.e. lab they can be grouped together on one PAP with two rows.
- See Wendy for verbiage for Activity Dates and Payment Dates

Generate Document

- Verify if dual employment exists, this information is required on the contract
- Please review the document in its' entirety
- Verify the pre-populated information
- Add missing information in the highlighted section(s)
- Please confirm the accuracy of the contract before submitting, this step cannot be edited once submitted. If the documents contain errors, the staffing transaction will need to be cancelled and re-initiated from the beginning.

Note: To monitor your new employee's onboarding, please review the business process event.

Add Job

- Regular Staff Pin + Adjunct Contract
- Faculty PIN + Summer Adjunct Contract
- Full Time Faculty
- The Add Job generates the contract

Thought Process Notes

- Confirm employment Start and End Dates with current department before completing staffing actions in Workday
- If needed, request the department to use the *Move to New Manager* action so you can complete the *Change Job Event* for worker