Procedures for Hiring Adjunct/Part-Time Faculty

October 2021
Franci Hamilton – Academic Affairs
Academic Budget and Personnel Website

http://provost.uncc.edu/academic-budget-personnel

The Office of Academic Affairs Budget and Personnel (AAABP) operates within the Office of Academic Affairs and supports the Provost. AAABP develops a comprehensive budget and personnel model to help align resources with strategic objectives of the division and University. The office works in close coordination with campus partners to guide, refine, and interpret major policies and process areas that have significant impact on the division to promote student success, efficiency, accountability, and appropriate cost and procedural controls.

AAABP is also responsible for developing the divisional budget and related annual budget out process, providing integrated resource planning and analysis, and ensuring data capabilities that supports leadership decision-making and reporting requirements.

AAABP manages the personnel processes for faculty including recruitment, hiring and retention; leave and reassignment of duties; requests, salary administration and special pays, and the faculty re-appointment, promotion, and tenure process. The office ensures that faculty personnel files are maintained to the compliance standards set forth by the Southern Association of Colleges and Schools (SACS), our institution’s accreditation body.

AAABP trains and develops divisional leaders, business officers, and their teams regarding resource management that supports institutional imperatives, budget and personnel best practices, and related business administration timelines, workflow, and approval steps.

Forms

Checklists
Faculty Recruiting Forms Checklist and Reminders

All new Adjunct / Part-Time faculty hires, or those who have had more than a 12-month break in service, must apply in NinerTalent.

Documents and Forms to be sent to Academic Affairs:

☐ Accepted Offer of Appointment (AA-15 Faculty), signed by the Department Chair, the Candidate and the Dean
☐ Official Transcript or foreign credential evaluation (WES, etc), if foreign earned degree, with highest degree earned, must be mailed directly to the University
☐ Verification of Credentials Form (AA-34) with letters of recommendation or other documentation as appropriate
☐ Submit EPAF
☐ Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline
☐ Summary of Part-Time Appointment (AA-16) submitted in electronic format as an Excel File

New Part-Time Faculty Reminders:

- Criminal background checks must be done pre-employment; email faculty-recruit@uncc.edu to initiate the background screening process
- Part-time faculty members are paid twice a month, on the 15th and the last working day of each month and receive either eight or ten checks depending on the semester.
- On or before the new Faculty members first day of work they must visit Human Resources to complete the I-9 process and to fill out new employee paperwork. The new faculty member should bring signed Offer of Appointment (AA-15) with them to HR.
- Federal regulations require the I-9 to be completed on or before the first day of work.
- New Faculty members must bring the following items to Human Resources:
  - Documents of verification & employment eligibility for I-9
  - Bank information for Direct Deposit.
  - The University strongly recommends each employee present his/her original Social Security Card or official proof of application
# Employment Process for Adjunct / Part-Time Faculty Checklist

## Preparation for the Recruitment

| Hiring Authority (Dean, Chair, Director, etc.) | Review the UNC Charlotte Academic Personnel Procedures Handbook. [https://provost.uncc.edu/epa/academic-personnel-procedures-handbook](https://provost.uncc.edu/epa/academic-personnel-procedures-handbook) |

Part-time faculty appointments comprise a category of the Special Faculty Appointments that are made in accordance with Section 3.4 of the Tenure Document. The Deans have complete administrative authority to make part-time faculty appointments.

## Recruitment Process

1. **Authorize recruitment**
   - Dean

2. **Submit Adjunct / Part-Time posting in NinerTalent for approval and posting to the jobs.uncc.edu website**
   - Department or Dean’s Office

   As applicants apply for position, an automated e-mail is sent to them provided they included their e-mail address.

## Screening Process

1. **Guest user account for our on-line application website is assigned**
   - Academic Affairs

2. **Conduct Initial screening of applications to identify applicants who do meet the minimum criteria advertised for the position and who may be considered further.**
   - Department Chair

3. **Choose top applicants who will be hired as Adjunct / Part-Time faculty.**
   - Department Chair

## Appointment Process

1. **Once candidates to be hired are identified by changing their status to recommended for hire in NinerTalent send an email to faculty-recruit@uncc.edu to initiate the background screening.**
   - Department

2. **Complete Foreign Visitor Information Form for each non-resident alien to be hired, if applicable.**
   - Department Chair

   Contact the International Student/Scholar Office (ISSO) immediately if hiring a foreign national instructor. For more information about the steps to take, the types of visas that are acceptable for employment and new hire packets for foreign nationals, along with links to ISSO and the Tax Office go to: [http://hr.uncc.edu/recruitment-and-hiring/international-employment](http://hr.uncc.edu/recruitment-and-hiring/international-employment)
# Summer Hiring Process Checklist

## Summer Adjunct / Part-Time Faculty Employment Process

Adjunct / Part-Time faculty paid through the Summer School office and their budget does not require a Summary (AA-16) or contracts (AA-13) to be submitted to AA. Instead, the Summer School office will send a hire letter to faculty being paid by the Summer School office. They will also submit the EPAF for payment. Academic Affairs may need additional hiring paperwork (see checklists, below).

- If the Adjunct / Part-Time faculty hire will be paid using Departmental or College funding an EPAF contract (AA-15) and summary (AA-16) must be completed in electronic format as an Excel File.
- Hiring documents are to be sent to Academic Affairs.
- On or before the new Adjunct / Part-Time faculty members’ first day of work they must visit Human Resources to complete the I-9 process (per a federal requirement) and fill out new employee paperwork.

### New Summer Adjunct / Part-Time Faculty Hire

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>All new summer Adjunct / Part-time faculty hires must apply for a new summer job posting in NinerTalent.</td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check - Must be completed pre-employment. Email <a href="mailto:faculty-recruit@uncv.edu">faculty-recruit@uncv.edu</a> to initiate background screening.</td>
<td></td>
</tr>
<tr>
<td>Vita.</td>
<td></td>
</tr>
<tr>
<td>Official Transcript for the highest degree earned must be mailed directly to the University, not to the faculty applicant. If the applicant holds a foreign / international highest earned degree, the transcript must have a credential evaluation (WES, etc.) completed.</td>
<td></td>
</tr>
<tr>
<td>Verification of Credentials Form (AA-34); with letters of recommendation or other documentation, as appropriate.</td>
<td></td>
</tr>
<tr>
<td>Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline</td>
<td></td>
</tr>
</tbody>
</table>

### Returning Summer Part-Time Faculty Hires (with more than a year break in service)

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any returning Summer Part-Time faculty hires who have more than a year break in service must apply for a new summer job posting in NinerTalent.</td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check - Must be completed pre-employment. Email <a href="mailto:faculty-recruit@uncv.edu">faculty-recruit@uncv.edu</a> to initiate background screening.</td>
<td></td>
</tr>
<tr>
<td>Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline</td>
<td></td>
</tr>
</tbody>
</table>

### Returning Summer Part-Time Faculty Hires (with less than a year break in service)

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline</td>
<td></td>
</tr>
</tbody>
</table>

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College Fund Supported PT Faculty Payments will need an AA-16 Summary for Summer
Begin Recruitment (NinerTalent Advertisement)

- Department or College places advertisements

- In NinerTalent (jobs.uncc.edu/hr) submit the Temp Hire posting for approval

- Ad must include the following statement and the criminal background check statement
  - “All finalists will be required to provide an official transcript.”
  - “All finalists will be subject to a criminal background check.”
For temporary staff employees, the duration of employment assignment is governed by the State Personnel Commission as a means of controlling discrimination with regard to leave, medical, and/or retirement benefit entitlements. Temporary staff employees have no benefit entitlements.

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Duration</th>
<th>Benefit Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 or less hours</td>
<td>12 months at a time</td>
<td>None</td>
</tr>
<tr>
<td>intermittent</td>
<td>12 months at a time</td>
<td>None</td>
</tr>
<tr>
<td>20 to 29 hours</td>
<td>11 months</td>
<td>None</td>
</tr>
<tr>
<td>30 to 40 hours</td>
<td>11 months</td>
<td>Eligible for ACA high deductible plan</td>
</tr>
</tbody>
</table>

1. Temporary employees who are hired to work a regular schedule of 19 hours or less per week may be employed for a period of up to 12 months. Such employment may be renewed annually for additional periods of up to 12 months.
2. Temporary employees who are hired to work an irregular or intermittent schedule may be employed for periods of up to 12 months. The hours worked may not exceed 988 hours during any 12 month period. Such employment may be renewed annually for additional periods of up to 12 months.
3. Temporary employees who are hired to work a regular schedule of 20 to 29 hours a week may be employed for up to eleven months. It is imperative that departments ensure that the employee does not work more than 29 hours a week or average less than 130 hours monthly.
4. Temporary employees who are hired to work a regular schedule of 20-40 hours per week may be employed for up to eleven months. When sufficiently justified, an extension of the employment period for an additional month (total employment period of 12 months) may be requested and is subject to prior approval by Human Resources. However, in no case shall the period of temporary employment at 20-40 hours per week exceed a total of 12 months.
   a. Once a temporary employee has worked eleven or twelve consecutive months they must take a 31 day break in service from the University before they can return for another temporary work assignment; or
   b. They can have their employment converted to a part-time or intermittent schedule, as long as the hours worked do not exceed 988 hours during any 12 month period. The employee is ineligible to work more than 19 hours a week, until a 31 day break of service is taken.
5. Departments are encouraged to establish time-limited position for a temporary assignment that can last more than one year, with a max employment time of three years. These positions are benefits eligible. (See PIM-56, Establishing SHRA Positions under Career Banding for guidance.)
MEMORANDUM

To: Academic Affairs Budget Office Personnel

From: Research and Economic Development Staff on behalf of Bob Wilhelm

Date: May 2, 2014

Re: Guidance on the Issue of Postdoctoral Fellows Teaching Classes

The question has arisen recently about whether Postdoctoral Fellows should be allowed to teach courses in addition to their fulltime research duties paid for by grant funds. Vice Chancellor Wilhelm has determined that Postdoctoral Fellows are subject to University Policy 101.15, “Additional Compensation for Professional Services to the University,” just as any other EPA staff member would be. Provost Lorden has determined that University Policy 102.10, “Employment of Postdoctoral Fellows,” does not need to be revised; rather this issue will be handled by internal memorandum, and Research and Economic Development guidance is provided herein.

This guidance is for Postdoctoral Fellows who want to teach a course as permitted by University Policy 101.15. Postdoctoral Fellows may teach a course (limited to one course per semester) in addition to their regular duties. The payment for teaching a course will be treated as incidental compensation for work in excess of normal duties. Grant funds may not be used to pay for such teaching assignments.

Please note that this guidance does not cover cases where units want to split fund a Postdoctoral Fellow for different projects from different fund sources. Those instances will be handled by the Vice Chancellor for Research and Economic Development on a case-by-case basis as a normal part of the Postdoc’s employment process.
Criminal Background Check

Submitted Pre-Employment

• When is a criminal background check needed?
  • New hire
  • A returning faculty member who has not had one run previously
  • A returning faculty member who has had a one year (12+ months) or more break in service

Email the information below to faculty-recruit@uncc.edu to begin the process:

• Legal Name of the Final Candidate
• Position Number (if full-time faculty)
• Position Type (Full-time Faculty, Part-time Faculty, Post Doc)
• Department
• Department Contact Name (if different from person sending the email)
• Department Org Code
• Previous 800#
• Start Date or Semester they will begin Work for 800# activation

Creation of Adjunct / Part-time Faculty UNCC ID

- After Criminal Background Check Results have been reported to the Department, Academic Affairs will create the UNCC ID (800#) and email either the Department Staff or the Business Manager.

- Notification will arrive through email, to the contact who submitted the Background Check
Prior to the New Faculty Member’s First Day

- All new hires should complete their I-9 before their first work day.

  ✓ Complete the I-9 Process by sending the Adjunct/Part-time Faculty member to Human Resources (King 222 or 704-687-0669) with a copy of the AA-15 contract signed by all parties and documents verifying employment eligibility. [https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents)

  ✓ If the chosen candidate is a non-resident, contact the Director of the International Student/Scholar Office. (ext. 7-7744)

  ✓ [visit the New Employees webpage](https://hr.uncc.edu/recruitment-and-hiring/new-employee-forms)
Collecting Hiring Paperwork

- Summary (AA-16) with all names (submitted to the College and the Faculty Recruit Email) in electronic Excel file format faculty-recruit@uncc.edu
- All new Adjunct/Part-Time faculty hires must apply in NinerTalent (*re-hires with more than 1yr break in service must re-apply in NinerTalent*)
- Response from Academic Affairs that the Criminal Background Check meets company standards.
- Part Time Faculty Contract (AA-15 Powerform from the AABP Forms Page) ([https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=bb4c007c-1c18-4bee-82f8-ba87a67ee3fc&env=na3&acct=ee04da26-1433-4cfc-9888-fd1b5e8e0c60&v=2](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=bb4c007c-1c18-4bee-82f8-ba87a67ee3fc&env=na3&acct=ee04da26-1433-4cfc-9888-fd1b5e8e0c60&v=2))
- Vita/Resume should be in NinerTalent (*no need to send it to Academic Affairs*)
- Verification of Credentials (AA-34), verifying Previous work experience
- Letters of Recommendation (*if required by College or Referenced in AA-34*)
- Official Transcripts (Must be original, sent directly to the University)
  - If highest earned degree is foreign - Foreign Degree Evaluation (WES/Trustforte)
- (AA-21) is only required if the faculty member does not have a degree in the field they are teaching or a terminal degree (see SACS 6.2.a)
- Electronic Personnel Action Form (EPAF)
Verification of Credentials Form AA-34

The AA-34 is a way to verify prior work experience for a new faculty hire.

1. **Always Attach Documentation for written correspondence (email or reference letter)**

2. **Telephone call Verifications should provide who was called on what specific date and what was said about prior work experience**

3. **If face to face verification please provide a name, date and data regarding prior work experience**

Files are reviewed by Internal Audit for compliance.
Part-Time Faculty Contract (AA-15 Powerform)

What is in a Contract?

- Reasons To terminate
- Direct Deposit
- Criminal Background Check Statement
- I-9 Requirement
- Chair Responsible for PT Faculty Member Orientation

Complete Data in the Contract

- 800# ID
- Title
- Hiring Department
- Salary
- Date the form is completed
- The Year or Term of Appointment or if Other Dates Apply
- All of the course prefixes numbers and sections being taught
- Attach any documentation needed
FAQ Page
https://spaces.uncc.edu/display/FAQ/DocuSign

Link to sign in to DocuSign using Niner Credentials
https://docusign.uncc.edu/

IT Page Link

1) Click the upload button or Drag and Drop the files to be loaded

2) Type in all the recipients needed and choose needs to sign or CC and pick the order with checking the signing order button

3) Click the Next gold button
Placing Signatures in DocuSign and Sending

1) Click the signature and drag to the line where it needs to be placed

2) Grab the Date Signed and drop on the signature line

3) After placing the second signature the recipient box will show up and choose the correct name and blue color from the drop down for both the signature and date

4) Hit the send button when all signatures are added
SACS 6.2.a Comprehensive Standard

FACULTY CREDENTIALS
- Guidelines -

Standard 6.2.2a (Faculty qualifications) of the Principles of Accreditation reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

a. Faculty teaching general education courses at the undergraduate level: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching baccalaureate courses: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

f. Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006
Updated for Revised Principles: April 2018
AA-21 – Exceptions to the Criteria for Accreditation Sample

- Must use the correct 800# (form populates other data from Banner)
- Must use the drop down for Semester and Year to populate the course the Faculty Member is teaching (form choices in drop down come from schedules keyed in Banner)
- Free Fill Education and Course Objectives along with the (Other Qualifications to Qualify the hire to teach that course)
- Catalog Description will auto populate
- Authorizations (Use either 800# or Last Name, First Name to Populate field)
- Last 2 approvals should be Franci and Dr. Raja
AA-21 – Email and Approval Link Sample

Click this link to see the Form for approval.

Click this link to Approve the Form.
Technical Issues with the AA-21 or the AA-15 Form

AA-21 (Exceptions to the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools)

- Image Now Help - imagenowhelp@uncc.edu

AA-15 Contract Powerform

- Image Now Help - imagenowhelp@uncc.edu
Foreign Degree Evaluation

Transcripts should be Official and Original
(Not Issued to Student)

I wanted to alert you to a problem that has surfaced with our SACS requirement for original transcripts for our faculty. I know you, your staff and my staff in Academic Personnel have worked hard to make sure we have original transcripts from our faculty, and appreciate that effort. We also started using DegreeVerify about 2 years ago to get a second independent verification of our faculty members’ academic degrees.

Recently, we are now being told that SACS will not accept the original transcript if it is marked “student copy.” This can happen if the faculty member orders the transcript but has it mailed directly to them instead of being sent directly to the University. In spot checking our files, we have a number of these on file.

I have discussed this with the Provost, and she wanted me to advise you that starting immediately we need to inform our newly hired faculty that their transcripts must be sent directly to the University. I will leave it up to you to decide whether these transcripts should be sent to the Chair or the Dean’s office. We will make this change in all of our written procedures and I will discuss this at our June Business Managers meeting.

Thank you for your help in making this revision to our hiring process.

cc: College Business Manager
    Jay Raja, Senior Associate Provost
    Steve Cogada, SACS Liaison
    Provost’s Office
Transcript Ordering from UNC Charlotte Registrar’s Office

Email
Transcripts@uncc.edu:
1. Let them know you are Hiring a new faculty member.
2. List the New Hires Legal Name
3. Send the New Hires 800#

Please Note: the new hire must have applied in NinerTalent before a transcript will be sent to the hiring authority.
Electronic Transcripts

- Forward emails related to the electronic transcript to the College Business Manager, who will forward the emails to Academic Affairs faculty-recruit@uncc.edu

- These may be sent in 2 separate emails (one may be a link and the other may be the passcode).

- Keep in mind there may be a limited number of times this document can be accessed.

- An official electronic transcript should be transmitted directly from the issuing institution to the hiring department.
## AA-16 Summary

Always use the most recent version

Send to: faculty-recruit@uncc.edu

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<table>
<thead>
<tr>
<th>College</th>
<th>Year</th>
<th>Department</th>
<th>Course No.</th>
<th>Section No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>F.T.</th>
<th>P.T.</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>2021</td>
<td>Epidemiology and Nutrition</td>
<td>LST 1100 081</td>
<td>3</td>
<td>2.5</td>
<td>0.25</td>
<td>10102</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LST 1100 081</td>
<td>3</td>
<td>2.5</td>
<td>0.25</td>
<td>10102</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RESP 2101 091</td>
<td>3</td>
<td>2.75</td>
<td>0.25</td>
<td>10102</td>
<td>$0,500</td>
<td></td>
</tr>
</tbody>
</table>

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### Notes:

- The part-time faculty appointment does not have a Masters degree, then a Faculty Qualifications Report (Form AA-2G) must be completed and attached to this summary.

Send to: faculty-recruit@uncc.edu
Banner - SIAASGN Screen

Shows all classes and Credit Hours for AA-16 Summaries
# AA-16 Summary

## FTE/Credit Hour Conversion Chart

<table>
<thead>
<tr>
<th>Credit Hrs Taught</th>
<th>Hrs/Wk as Effort EQUIV</th>
<th>Associated FTE</th>
<th>% of FT</th>
<th>ACA Eligibility Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>0.075</td>
<td>7.5%</td>
<td>Not ACA Eligible</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>0.150</td>
<td>15%</td>
<td>Not ACA Eligible</td>
</tr>
<tr>
<td>3</td>
<td>9</td>
<td>0.225</td>
<td>22.5%</td>
<td>Not ACA Eligible</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>0.300</td>
<td>30%</td>
<td>Not ACA Eligible</td>
</tr>
<tr>
<td>5</td>
<td>15</td>
<td>0.375</td>
<td>37.5%</td>
<td>Not ACA Eligible</td>
</tr>
<tr>
<td>6</td>
<td>18</td>
<td>0.450</td>
<td>45%</td>
<td>Not ACA Eligible</td>
</tr>
<tr>
<td>7</td>
<td>21</td>
<td>0.525</td>
<td>52.5%</td>
<td>Not ACA Eligible</td>
</tr>
<tr>
<td>8</td>
<td>24</td>
<td>0.600</td>
<td>60%</td>
<td>Not ACA Eligible</td>
</tr>
<tr>
<td>9</td>
<td>27</td>
<td>0.675</td>
<td>67.5%</td>
<td>Not ACA Eligible</td>
</tr>
<tr>
<td>10</td>
<td>30</td>
<td>0.750</td>
<td>75%</td>
<td>ACA ELIGIBLE</td>
</tr>
<tr>
<td>11</td>
<td>33</td>
<td>0.825</td>
<td>82.5%</td>
<td>ACA ELIGIBLE</td>
</tr>
<tr>
<td>12</td>
<td>36</td>
<td>0.900</td>
<td>90%</td>
<td>ACA ELIGIBLE</td>
</tr>
<tr>
<td>13</td>
<td>39</td>
<td>0.975</td>
<td>97.5%</td>
<td>ACA ELIGIBLE</td>
</tr>
<tr>
<td>&gt;13</td>
<td>40</td>
<td>1.000</td>
<td>100%</td>
<td>ACA ELIGIBLE</td>
</tr>
</tbody>
</table>
Payments for Adjunct/Part-time Hiring

- Create an EPAF once the Part-Time Faculty Contract (AA-15) and Summaries (AA-16 submitted electronically in Excel file format to your Business Officer and the faculty recruitment email) are complete.

The EPAF is the payroll form.

- EPAF - Initial payment only
- PD7 - Revisions
- Pre-set dates are set shortly before each semester begins
- Query Dates must be manually entered as either the 1st or the 16th
- EPAF Access through HR
  https://docs.google.com/forms/d/e/1FAIpQLSenT2BqME-ZSBEC69Psklt7WM8D6AhVHgyx7XvoHf388Wljiw/viewform?usp=sf_link
Adjunct / Part-time Payment

Changes / Superseding

- Updated AA-16 summary (submitted electronically in Excel file format) is required to show changes

- Revised Faculty Contract (AA-15) is required with all original signatures

- Superseding PD7 is required to change dates, salary, or to resign
  - Referencing the previous EPAF Transaction and Position Number

- If resigning, include email or letter stating reason for resignation
Superseding Instructions

Guidelines for Creating a Superseding PD7 and updated contract for Adjunct/Part-time

- Use the new hire’s legal name
- Include Department Name
- Contract Date will be the day the semester starts (refer to the 5 year Academic Calendar). If you have questions regarding the contract start date, check with your College Business Officer.
- When completing Section 3 of the PD7 for part-time faculty hires, the salary will always be an agreed upon amount paid over the pay periods listed either by semester or over the academic year.
Payroll Distribution Form (PD7)

Sample superseding PD-7 for Adjunct/Part-Time Faculty Appointment Change

```
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Smith</td>
</tr>
<tr>
<td>Department</td>
<td>Biological Science</td>
</tr>
<tr>
<td>Position</td>
<td>Part Time</td>
</tr>
<tr>
<td>Annual Salary Amount</td>
<td>$3,600.00</td>
</tr>
<tr>
<td>Part-Time Lecturer</td>
<td>EPT50-XX</td>
</tr>
<tr>
<td>Contract Dates:</td>
<td>From: 1/8/2018 To: 5/14/2018</td>
</tr>
<tr>
<td>Effective Payroll Dates:</td>
<td>From: 1/1/2018 To: 5/31/2018</td>
</tr>
</tbody>
</table>
```

Adjunct/Part-time appointment PD7s should be signed in the requested block, by the Dean of the College and approved by the Provost.
Things to Remember from Today’s Workshop

- Always use the most current forms from the Academic Affairs website
- If the chosen candidate is a non-resident, contact the Director of the International Student/Scholar Office (ext. 7-7744)
- Each Department should have an updated AA-16 summary submitted electronically in Excel file format each time a change is made
- Send original documents
- Official Transcripts must be sent directly to the University
- PD7 is used to make a change to dates or salary and it must have a corresponding contract with changes, along with an Updated AA-16 Summary (submitted electronically).
Please feel free to ask questions now or contact your College Business Officer.

Franci Hamilton – Academic Affairs
University Program Specialist and Part Time Faculty Coordinator
frhamilt@uncc.edu, x75776