

FULL-TIME (FT) AND ADJUNCT FACULTY WORKDAY PROCESSES

All new FT faculty and new adjuncts must apply for employment via WORKDAY

- **NEW FT FACULTY** must go through **WORKDAY Recruiting Process** where **supervisor** must take steps to get them onboard. **New Fall work period** for these faculty will be **8/16/2019-5/15/2020**. **First paycheck** will be paid on **9/2/2019** if processing is completed on time.
- **EXISTING FT FACULTY TEACHING FALL** no **WORKDAY** process must be submitted if a FT faculty is simply continuing in their position. If faculty is being promoted or their job is somehow changing, the appropriate **WORKDAY Change Job Process** must be submitted.
- **EXISTING FT FACULTY TEACHING SUMMER** must go through **WORKDAY Add Additional Job Process (Summer Faculty position for primary department or Adjunct Faculty position for secondary department)** submitted by **Administrative/ Executive assistant**, and approved by **Supervisor/Chair**.
- **NEW ADJUNCT FACULTY** must go through **WORKDAY Recruiting Process** where **supervisor** must take steps to get them onboard. **New Fall work period** for these faculty will be **8/16/2019-12/31/2019**. **First paycheck** will be paid on **9/2/2019** if processing is completed on time.
- **EXISTING ADJUNCT FACULTY** must have **WORKDAY Change Job > Data Change Process** for Fall (if not teaching Summer II or III) or **Add Additional Job Process** (if teaching Summer II or Summer III due to overlap of terms) **submitted by Administrative/Executive assistant**, and approved by **Supervisor/Chair**. **New Fall work period** for these faculty will be **8/16/2019-12/31/2019**. **First paycheck** will be paid on **9/2/2019** if processing is completed on time.
- **NON-FACULTY ADMINISTRATORS TEACHING OUTSIDE OF WORKING HOURS ARE ADJUNCT FACULTY** so **Service Contracts are no longer required**. They must also apply via WORKDAY, then follow appropriate adjunct process above depending on if they are new or existing.

OVERLOADS (OL) AND NEW FULL-TIME LOAD FOR SUMMER

- **FOR FT FACULTY AND ADJUNCT FACULTY TEACHING SUMMER, one 3 SCH course = 50% effort (20 scheduled working hours).**
 - Two 3 SCH courses in one Summer term (6 SCH total) = 100% effort.
- **IF FACULTY EXCEEDS 100% EFFORT (OR 6 SCH) IN ONE SUMMER TERM, paper budget action form (BAF) must be submitted for OL.**
- **IF FACULTY IS TEACHING FALL & WINTERMESTER SUBMIT BAF FOR WINTERMESTER, IF TEACHING SPRING & MAYMESTER, SUBMIT BAF FOR MAYMESTER** due to overlap of terms

TERMINATIONS

- **ADJUNCT FACULTY** should only be separated via **WORKDAY Termination Process** if you do not expect them to teach for you again, otherwise they may remain Active for one year. If they do not teach by the following year, they must be terminated.
- **FOR FT FACULTY TEACHING SUMMER, do not forget to submit WORKDAY End Additional Job Process** for the Summer Faculty position once Summer ends.

SALARY CALCULATIONS

- **FOR FT FACULTY AND ADJUNCT FACULTY TEACHING SUMMER**
 - To calculate Budgeted Summer Salary for FT faculty, **9 mo. salary x 2.77% = Pay for 1 SCH (capped at \$1,666.67 per SCH or \$5,000 per 3 SCH)**
 - Budgeted Salary for Term / # Term Months / % Effort for Term = **Monthly Amount for WORKDAY**
 - Once a FT faculty reaches 6 SCH for Summer terms, **any courses taught over 6 SCH must be paid at overload rate of pay, \$1,000 per SCH. Prior approval from Provost is required for OL.**

WORK PERIODS, % EFFORT/SCHEDULED WORKING HOURS FOR HR/PAYROLL PURPOSES

| Term | Dates for WORKDAY | FOR |
|-------------------------|------------------------|-------------|
| Fall | 8/16/20xx – 12/31/20xx | Adjuncts/OL |
| Fall Flex-Term | 9/1/20xx – 1/15/20xx | Adjuncts/OL |
| Fall Sub-Term I | 9/1/20xx – 10/31/20xx | Adjuncts/OL |
| Fall Sub-Term II | 11/1/20xx – 12/31/20xx | Adjuncts/OL |
| Wintermester | 1/1/20xx – 1/15/20xx | Adjuncts/OL |
| Spring | 1/16/20xx – 5/31/20xx | Adjuncts/OL |
| Spring Flex-Term | 2/1/20xx – 5/31/20xx | Adjuncts/OL |
| Spring Sub-Term I (III) | 1/16/20xx – 3/15/20xx | Adjuncts/OL |
| Spring Sub-Term II (IV) | 3/16/20xx – 5/15/20xx | Adjuncts/OL |
| Maymester | 5/16/20xx – 5/31/20xx | Adjuncts/OL |
| Summer Sub-Term I (V) | 5/1/20xx – 6/30/20xx | Adjuncts/FT |
| Summer Session I | 6/1/20xx – 7/15/20xx | Adjuncts/FT |
| Summer Sub-Term II (VI) | 7/1/20xx – 8/31/20xx | Adjuncts/FT |
| Summer Session II | 7/16/20xx – 8/31/20xx | Adjuncts/FT |
| Summer Session III | 6/1/20xx – 8/31/20xx | Adjuncts/FT |

FALL/SPRING (ADJUNCT FACULTY)

| SCH | % Effort | SWH |
|-----|----------|-------|
| 1 | 6.68% | 2.67 |
| 2 | 13.33% | 5.33 |
| 3 | 20.00% | 8.00 |
| 4 | 26.68% | 10.67 |
| 5 | 33.33% | 13.33 |
| 6 | 40.00% | 16.00 |
| 7 | 46.68% | 18.67 |
| 8 | 53.33% | 21.33 |
| 9 | 60.00% | 24.00 |
| 10 | 66.68% | 26.67 |
| 11 | 73.33% | 29.33 |
| 12 | 80.00% | 32.00 |
| 13 | 86.68% | 34.67 |
| 14 | 93.33% | 37.33 |
| 15 | 100.00% | 40.00 |

SUMMER (FT & ADJUNCT FACULTY)

| SCH | % Effort | SWH |
|-----|----------|-------|
| 1 | 16.68% | 6.67 |
| 2 | 33.33% | 13.33 |
| 3 | 50.00% | 20.00 |
| 4 | 66.68% | 26.67 |
| 5 | 83.33% | 33.33 |
| 6 | 100.00% | 40.00 |