

Work Instruction

Processing Term Adjuncts

Purpose

Refer to this documentation when:

- Hiring a term adjunct
- Rehiring a currently separated term adjunct (with an existing employee record in the UC Flex system)
- Transferring a term adjunct into another organizational unit
- Separating a term adjunct

Business Process Information

Position Information:

Term Adjunct positions are pooled positions. This means, each organizational unit has a term adjunct position for each term adjunct title (i.e. adjunct assistant prof, adjunct associate prof) and all term adjuncts in the organization occupy the appropriate adjunct position in the organization.

Term adjuncts are non-tenure positions that receive teaching appointments, typically for one term at a time. Unlike annual adjuncts, term adjuncts are not benefits-eligible. They do **not** accrue vacation or sick time. This is a change, in the past, term adjuncts accrued sick time. At the time of conversion to UC Flex, term adjuncts' sick time was converted to a holding account. The sick hours are maintained so they can be paid out when the employee retires.

Key Data Structure:

Term adjuncts are assigned to the following Key Data Structure areas:

Personnel Area: UC01 University of Cincinnati
Personnel Subarea: U001 UNREP – SALARIED
Employee Group: 1 Active – Exempt
Employee Subgroup: F9 – Faculty – Term adj

Pay Information:

Term adjuncts are typically paid monthly during their appointment.

Term adjuncts are paid with a Recurring Payment, Infotype 0014. The Recurring Payment Infotype 0014 includes the employee's end date based on the appointment. Recurring Payments for adjuncts should not have 12/31/9999 as the end date.



When entering the recurring payment information, the **Begin date** should always be the **first day of a pay period** and the **End date** should always be the **last day of a pay period**. The **Amount** is always the amount of pay the employee is to receive **each** pay period.



When processing a recurring payment PCR for an adjunct, you must determine if the employee has an additional BI-WEEKLY position. If he/she does then the adjunct appointment must be paid bi-weekly also.

Term adjuncts do not receive pay based on Basic Pay Infotype 0008. If you look at the Basic Pay Infotype 0008 for a term adjunct the system will display "no salary."


Term adjuncts do NOT report hours worked.

Helpful Hints

- Work instructions for UC Flex transactions are located on the UC Flex Help Website at <http://www.ucflex.uc.edu/help>.
- If you have questions on these processes, please contact Leigh Willis (willish@ucmail.uc.edu) at 556-9878.

Procedure

1. The department performs one of the following:



If	Go To
Hiring a term adjunct or transferring a term adjunct into your organizational unit  As of November 1, 2006, all University hiring will be performed using PeopleAdmin.	Step 2
Rehiring a currently separated term adjunct (with an existing employee record in UC Flex)	Step 2
Reappointing a term adjunct for another term in the same organizational unit	Step 8
Separating a term adjunct	Step 10

2. The department uses the **PPOSE, Organization and Staffing Display** transaction to confirm the appropriate term adjunct position exists in their organizational unit.



For step-by-step instructions, refer to the **Display Organization and Staffing Data, PPOSE** work instruction by clicking on the link below.
<http://www.ucflex.uc.edu/help/nav/reporting/course/hr%20display%20and%20reporting%20for%20decentral%20users/2130/index.htm>.

3. Perform one of the following:

If the Term Adjunct Position	Then
Does not exist in your organizational unit	<ol style="list-style-type: none"> 1. The department completes the Position Maintenance Request (PMR) form to request a pooled term adjunct position be created in their organizational unit.  Be sure to select Create a position . <ol style="list-style-type: none"> 2. The department submits the PMR form for the appropriate approvals. 3. The OM/Compensation group receives the approved form. 4. The OM/Compensation group creates the position in UC flex. 5. The department validates the position has been created using the PPOSE, Organization and Staffing Display transaction.  Refer to the Display Organization and Staffing Data, PPOSE work instruction.
Does exist in your organizational unit	Continue to the next step.

4. The department reviews the employee status in the **Pers.Assgn** field in the **PA20, Display HR Master Data transaction** to determine whether the term adjunct is a new hire to the University, has an active employee status (is currently working in a position at the University), or has a withdrawn (separated) employee status.




When the **Pers.Assgn** field is white, the employee has multiple personnel assignments. You must click on the drop-down menu to review the status for all personnel assignments.



For step-by-step instructions, refer to the **Display Employee Master Data, PA20** work instruction by clicking on the link below:
<http://www.ucflex.uc.edu/help/nav/reporting/course/hr%20display%20and%20reporting%20for%20decentral%20users/2190/index.htm>.



5. The department performs one of the following:





If the Term Adjunct	Then	Go To
Is a new hire to the University	Initiate the New Hire process.	Step 6
Is a current active employee	Initiate the Additional Assignment process  In UC Flex, an employee cannot be paid on two different pay terms (monthly and bi-weekly). If the employee's holds a bi-weekly paid position, the pay term for the term adjunct position must also be bi-weekly.	Step 6
Has been separated and has a withdrawn status	Initiate the Rehire process.	Step 6
Is transferring from another organizational unit	Initiate the Organizational Reassignment process	Step 6




6. Perform one of the following:







The below procedures assume that the position has already been posted, the candidate has been selected, the offer letter has been extended to the candidate, and the candidate has accepted the offer.

If Processing	Then
A new hire through People Admin	<p>6. The department initiates the Hire Action in PeopleAdmin.</p> <p>7. The Department enters the recurring payment information on the Hiring Proposal tab in People Admin.</p> <p> The department does NOT submit a Recurring Payment PCR for the initial hire. This will be entered into UC Flex by the HR Service Center. However, if the term adjunct is being funded by multiple accounts, the department must enter Recurring Payment PCRs for the accounts not entered in PeopleAdmin.</p> <p>8. The HR Service Center creates the employee record in UC Flex.</p> <p>9. The HR Service Center enters the initial recurring payment information in UC Flex.</p> <p>10. The department verifies the employee record, Infotypes 1 and 14, in UC flex using the PA20, Display HR Master Data transaction.</p> <p>11. The department verifies the employee is in the appropriate organizational unit and position using the PPOSE, Organization and Staffing Display transaction.</p> <p> If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p>

If Processing	Then
<p>An additional assignment</p>  <p>As of November 1, 2006 all University hiring will be performed through PeopleAdmin.</p>	<ol style="list-style-type: none"> 1. The department initiates the additional assignment using the online Hire Form.  <ul style="list-style-type: none"> The following fields on the Hire form have drop-down menus from which you MUST make a selection: <ul style="list-style-type: none"> • Personnel Action type and reason code • Location • Suffix • Job Type • Pay Term (Bi-Weekly/Monthly) –Select Monthly unless the employee has an another assignment that is paid bi-weekly • Other 2. The department selects Additional Assignment from the drop-down menu in the Personnel Action type and reason code. 3. The department enters the required information on the Hire form. 4. The Department enters the recurring payment information in the Recurring payments section of the Hire form.  <ul style="list-style-type: none"> The department does NOT submit a Recurring Payment PCR for the initial hire. This will be entered into UC Flex by the HR Service Center. However, if the term adjunct is being funded by multiple accounts, the department must enter Recurring Payment PCRs for the accounts not entered on the Hire form. 5. The department prints the completed form and submits it for the appropriate approvals. 6. The approved Hire form is received in the HR Service Center and the Hire action is performed in UC Flex. 7. The department verifies the employee record for the appropriate personnel assignment, Infotypes 1, and 27, in UC flex using the PA20, Display HR Master Data transaction. 8. The department verifies the employee exists in the appropriate organizational unit and position using the PPOSE, Organization and Staffing Display transaction.  <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p>

If Processing	Then
A rehire through PeopleAdmin	<p>9. The department checks Infotype 0000 in the employee record in UC flex for the effective date of separation, using the PA20, Display HR Master Data transaction.</p> <p>10. The department initiates the Rehire Action in PeopleAdmin and selects either Return with Service Break, if the employee has been separated for 30 days or less, or Return without Service break if the employee has been separated from the University for more than 30 days.</p> <p> If the employee was separated more than a year ago, the I-9, DMA, tax withholdings and any other applicable new hire forms are required.</p> <p>11. The Department enters the recurring payment information on the Hiring Proposal tab in People Admin.</p> <p> The department does NOT submit a Recurring Payment PCR for the initial rehire. This will be entered into UC Flex by the HR Service Center. However, if the term adjunct is being funded by multiple accounts, the department must enter Recurring Payment PCRs for the accounts not entered in PeopleAdmin.</p> <p>12. The HR Service Center creates the employee record in UC Flex.</p> <p>13. The HR Service Center enters the recurring payment information in UC Flex.</p> <p>14. The department verifies the employee record, Infotypes 1 and 14, in UC flex using the PA20, Display HR Master Data transaction.</p> <p>15. The department verifies the employee is in the appropriate organizational unit and position using the PPOSE, Organization and Staffing Display transaction.</p> <p> If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p>

If Processing	Then
<p>An organizational reassignment</p>  <p>As of November 1, 2006 all University hiring will be performed through PeopleAdmin.</p>	<ol style="list-style-type: none"> <li data-bbox="657 325 1448 388">1. The department initiates the Organizational Reassignment process using the online Hire Form. <li data-bbox="657 388 1448 829">  <p>The following fields on the Hire form have drop-down menus from which you MUST make a selection:</p> <ul style="list-style-type: none"> • Personnel Action type and reason code • Location • Suffix • Job Type • Pay Term (Bi-Weekly/Monthly) –Select Monthly unless the employee has an additional assignment that is paid bi-weekly. • Other • Wage Type (located in the Recurring Payments section) <li data-bbox="657 829 1448 924">2. The department selects Organizational Reassignment – Lateral Transfer from the drop-down menu in the Personnel Action type and reason code field. <li data-bbox="657 924 1448 997">3. The department enters the required information on the Hire form. <li data-bbox="657 997 1448 1071">4. The Department enters the recurring payment information in the Recurring payments section of the Hire form. <li data-bbox="657 1071 1448 1302">  <p>The department does NOT submit a Recurring Payment PCR for the organizational reassignment. This will be entered into UC Flex by the HR Service Center. However, if the term adjunct is being funded by multiple accounts, the department must enter Recurring Payment PCRs for the accounts not entered on the Hire form.</p> <li data-bbox="657 1302 1448 1375">5. The department prints out the completed form and submits it for the appropriate approvals. <li data-bbox="657 1375 1448 1449">6. The HR Service Center performs the Organizational Reassignment (Transfer) action in UC Flex. <li data-bbox="657 1449 1448 1522">7. The HR Service Center enters the recurring payment information in UC Flex. <li data-bbox="657 1522 1448 1617">8. The department verifies the employee record for the appropriate personnel assignment, Infotypes 1 and 14, in UC flex using the PA20, Display HR Master Data transaction. <li data-bbox="657 1617 1448 1722">9. The department verifies the employee is in the appropriate position using the PPOSE, Organization and Staffing Display transaction.  <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p>

7. Return to Step **1** if you need to perform additional actions on a term-adjunct. If you have completed the appropriate actions, close out of this document.
8. The PCR Initiator enters a Recurring Payment PCR to establish the term adjunct's pay for the next term.



For step-by-step instructions, refer to the **Enter New Recurring Payment PCR (MSS)** work instruction by clicking on the link below.

[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2188/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2188/index.htm).

9. Return to Step **1** if you need to perform additional actions on a term adjunct. If you have completed the appropriate actions, close out of this document.
10. The PCR Initiator must enter a Separation PCR.



For step-by-step instructions, refer to the **Enter Separation PCR (MSS)** work instruction by clicking on the link below.

[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2187/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2187/index.htm).

11. Return to Step **1** if you need to perform additional actions on a term-adjunct. If you have completed the appropriate actions, close out of this document.