Updates for Adjunct Processing

Gloria Nieves
Guadalupe Leal

May 16, 2017
Agenda

• Review of the Onboarding Process for New Adjuncts
• Fall 2017 eAppointment Dates
  • New eAppointment End Dates
• Summer Chair and Deputy Chair
• Review of Increments
• New Templates for Reappointment Letters
• Q&A
Adjunct Onboarding Process for New Hires

**Department is responsible for:**

- Logging into eAppointments

- Blank PDFs → Onboarding New Adjunct Documents:
  - Appointment Letter
  - Onboarding Instructions
  - Basic Personnel & Address Information Form
  - Workload Form
Onboarding Process

HR is responsible for:

• Scheduling appointment for new employee
• I-9 Processing
• Copy of Social Security Card (Must see original)
• Review New Hire Paperwork
• E-Mail Account Application to ITS
Fall 2017 eAppointment Dates

Opening Day is June 19, 2017

<table>
<thead>
<tr>
<th>TERM</th>
<th>Dept to HR Deadline</th>
<th>HR to Payroll Deadline</th>
<th>Paycheck Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>07 / 25 / 2017</td>
<td>08 / 07 / 2017</td>
<td>09 / 14 / 2017</td>
</tr>
<tr>
<td>08 / 25 / 2017 – 12 / 20 / 2017</td>
<td>08 / 14 / 2017</td>
<td>08 / 21 / 2017</td>
<td>09 / 28 / 2017</td>
</tr>
</tbody>
</table>
New End Dates

Previous appointment end dates were 5/31 for Spring and 12/31 for Fall
End dates will now reflect end of term

- Fall 2017 08/25/17 - 12/20/2017
- Spring 2018 01/27/18 - 05/24/2018
Summer Chair Process

Summer Chairperson

- **Designation Form**
  - Send to Human Resources

- **Multiple Position Report**
  - Submit Online

---

No e-Appointment or Timesheets required for Summer Chair assignments.
Summer Deputy Chair Process

**Summer Deputy Chairperson**

- **Designation Form**
  - Send to Human Resources

- **Multiple Position Report**
  - Submit Online

- **e-Appointment**
  - Send to Human Resources

- **N/T Adjunct Time Sheets**

*Note:* All non-teaching adjunct appointments outside of the “Summer Compensation” allocation should be processed as a separate e-Appointments with separate timesheets.
New Types of eAppointments

- Summer Deputy Appointments should now be entered in eAppointments in addition to having to submit the Summer Deputy Chairperson form to the APFA
  - They will have an SD control # ex: SD 123 SU17
  - Employees/Faculty that submit hourly timesheets must be in eAppointments in order to be paid

- FH Control Number for faculty hourly appointments
  - ex: FH 123 SU17
Adjunct Salary Increment

• An adjunct is entitled to an increment after completion of six semesters of teaching at CUNY over a three-year period, including summers, the increment should take effect **July 1** after they become eligible.

• **Note:** Please run a report from e-appt to capture this data.
Running a Report in eAppointments

- Log in to eAppointments
- Click Reports on Menu
- Choose Report Type: ‘Teaching Adjunct and Full Time Faculty Hourly’ Appointments Report
- Enter Employee’s Last Name
- Click Get Report
- Excel Pop-up Box → Click OK
Adjunct Salary Increments eAppointments Report

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hourly Rate</th>
<th>Appointment Status</th>
<th>Control Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUNCT</td>
<td>INCREMENT</td>
<td>ADJUNCT LECTURER</td>
<td>ACADEMIC DEPARTMENT</td>
<td>8/28/2014</td>
<td>12/31/2014</td>
<td>70.15</td>
<td>Payroll - Processed</td>
<td>A 123 FA14</td>
</tr>
<tr>
<td>ADJUNCT</td>
<td>INCREMENT</td>
<td>ADJUNCT LECTURER</td>
<td>ACADEMIC DEPARTMENT</td>
<td>1/28/2015</td>
<td>5/31/2015</td>
<td>70.15</td>
<td>Payroll - Processed</td>
<td>A 123 SP15</td>
</tr>
<tr>
<td>ADJUNCT</td>
<td>INCREMENT</td>
<td>ADJUNCT LECTURER</td>
<td>ACADEMIC DEPARTMENT</td>
<td>5/26/2015</td>
<td>8/10/2015</td>
<td>70.15</td>
<td>Payroll - Processed</td>
<td>A 123 SU15</td>
</tr>
<tr>
<td>ADJUNCT</td>
<td>INCREMENT</td>
<td>ADJUNCT LECTURER</td>
<td>ACADEMIC DEPARTMENT</td>
<td>8/27/2015</td>
<td>12/31/2015</td>
<td>70.15</td>
<td>Payroll - Processed</td>
<td>A 123 FA15</td>
</tr>
<tr>
<td>ADJUNCT</td>
<td>INCREMENT</td>
<td>ADJUNCT LECTURER</td>
<td>ACADEMIC DEPARTMENT</td>
<td>1/29/2016</td>
<td>5/31/2016</td>
<td>70.15</td>
<td>Payroll - Processed</td>
<td>A 123 SP16</td>
</tr>
<tr>
<td>ADJUNCT</td>
<td>INCREMENT</td>
<td>ADJUNCT LECTURER</td>
<td>ACADEMIC DEPARTMENT</td>
<td>8/25/2016</td>
<td>12/31/2016</td>
<td>70.15</td>
<td>Payroll - Processed</td>
<td>A 123 FA16</td>
</tr>
<tr>
<td>ADJUNCT</td>
<td>INCREMENT</td>
<td>ADJUNCT LECTURER</td>
<td>ACADEMIC DEPARTMENT</td>
<td>1/30/2017</td>
<td>5/31/2017</td>
<td>76.32</td>
<td>Payroll - Processed</td>
<td>A 123 SP17</td>
</tr>
</tbody>
</table>
## Increment Worksheet

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>SEMESTER</th>
<th>SEMESTER YEAR</th>
<th>BROOKLYN</th>
<th># SEMESTER</th>
<th>ADJUNCT TITLE</th>
<th>STEP</th>
<th>RATE</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SUMMER 2</td>
<td>2014</td>
<td>x</td>
<td>1</td>
<td>Adjunct Lecturer</td>
<td>3</td>
<td>$70.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FALL</td>
<td>2014</td>
<td>x</td>
<td>2</td>
<td>Adjunct Lecturer</td>
<td>3</td>
<td>$70.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPRING</td>
<td>2015</td>
<td>x</td>
<td>3</td>
<td>Adjunct Lecturer</td>
<td>3</td>
<td>$70.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUMMER 1</td>
<td>2015</td>
<td>x</td>
<td>4</td>
<td>Adjunct Lecturer</td>
<td>3</td>
<td>$70.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUMMER 2</td>
<td>2016</td>
<td>x</td>
<td>5</td>
<td>Adjunct Lecturer</td>
<td>3</td>
<td>$70.15</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SUMMER 2</td>
<td>2016</td>
<td>x</td>
<td>6</td>
<td>Adjunct Lecturer</td>
<td>3</td>
<td>$70.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FALL</td>
<td>2016</td>
<td>x</td>
<td>7</td>
<td>Adjunct Lecturer</td>
<td>3</td>
<td>$76.32</td>
<td>$77.46 as of 4/20/2017</td>
</tr>
<tr>
<td></td>
<td>SPRING</td>
<td>2017</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SUMMER 2</td>
<td>2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FALL</td>
<td>2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$80.91</td>
<td>Increment</td>
</tr>
<tr>
<td></td>
<td>SPRING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUMMER 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>SUMMER 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPRING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUMMER 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SUMMER 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPRING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUMMER 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SUMMER 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPRING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUMMER 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New Re-Appointment Template

1 semester reappointment

1 year reappointment or 2 semester (Fall and Spring)

2 year appointment (eligible to accrue time for personal illness/emergency)

3 year appointment (eligible to accrue time for personal illness/emergency)

- The requirement of unemployment insurance law has led the University to adopt this policy.
New Re-appointment Letter Explanation

**Letter #1**
Reasonable Assurance with details:
• To be used if you know the number of contact hours being offered to the adjunct for the following fall and spring semesters by the contractual notification date.

**Letter #2**
Reasonable Assurance without details:
• To be used if you do not know the number of contact hours being offered to the adjunct for the following fall and spring semesters by the contractual notification date.

**Letter #3**
Reasonable Assurance follow-up/details:
• To be used as soon as the number of contact hours to be assigned for the following fall and spring semesters is known, if a prior letter “WITHOUT DETAILS” was sent.
Time and Leave for 2 & 3 Year Eligible Adjunct

2-Year Adjuncts:
For Fall 2016 and Spring 2017:
   12 hours was credited to the eligible adjuncts.
For Fall 2017 and Spring 2018
   Another 12 hours will be credited to the eligible adjuncts.

If the 2-year adjunct receives a 3-year appointment that starts in Fall 2018, he/she will carry over the unused hours up to 24hrs earned during the 2-year appointment.

3-Year Adjuncts:
Beginning with Academic year Fall 2017 and ending Spring 2020

HRS will credit 12 hours to the eligible adjuncts
Deadline for Reappointment and Non-Reappointment Letters to the Adjunct

- December 1st  Spring semester appt.
- May 1st    Fall semester appt.
- May 15th  1 year and three year appt.
- August 25\textsuperscript{th}  Adjunct-Reasonable Assurance follow-up/details
HR for Instructional Staff

**Contacts:** Gloria Nieves, HRIS Data Analyst  
Guadalupe Leal, Coordinator for Adjunct Faculty

**Location:** 1223 Boylan Hall

**Phone:** 718.951.5161