

Temporary Fixed Term Contracts

Four Overall Types:

1. **Adjunct** (I and II)
 2. **Direct Hire** (C1)
 3. **Regular Student** (including Work Study)
 4. **Graduate Assistant** (GA, RA, TA)
- If the Primary Job is one of the above, employee will be on the Contractual payroll schedule and all dates used must follow the CT schedule

When to:

- **Hire:**
 - The employee is brand new to SU and does not have an existing SU Job Profile
 - Pre-hire creation required only in this case
 - The employee has an existing profile that says (Terminated) next to name (Rehire is required)
 - The employee has an older SU User ID that is found via the “Find Former Worker” report.
- **Job Change (Renewal):**
 - The employee already has a Job Profile in Workday under the relevant Supervisor
 - The employee has a Job Profile under a Supervisor within your organization (for which you have HCMAI access), but the renewal will be under a different Supervisor
 - The employee has a Job Profile under a different department that is no longer active (the end date has past, and the employee will not be returning to work under that department) – Contact HR for guidance in this situation
 - NOTE: Many previous employees will have been moved under “holding” Suporgs if their previous Supervisor left/moved (i.e., under the HR director, or Provost). In such cases, please submit a ticket to HR to have the employee’s record transferred to your intended Supervisor before initiating a renewal process!
- **Add Job:**
 - The employee already has an existing Job Profile in Workday that is active under another department, and your job will be a secondary one while they maintain their primary job
 - It is critically important to only Add Job when absolutely necessary—SU is charged money for each active Job Profile in Workday!
 - NOTE: If the employee will have both a job that pays hourly AND a job that pays a stipend (e.g., often GAs will also have a small hourly contract to supplement their GA contract), the hourly job must be the primary job in order for their online time sheet to work.

BEFORE YOU START THE HIRE PROCESS IN WORKDAY:

- **Adjunct**

1. Obtain signed **Offer Letter** from employee
2. Have employee complete Data Sheet to obtain necessary personal information
3. Send employee the **HR Prefill LiveScan** form and go to get Fingerprinted by SUPD
 - NOTE: the hire process will not progress forward until the background check results are received and cleared—HR sends email to supervisor/admin when results are in. NO EMPLOYEE CAN BEGIN WORKING PRIOR TO THE FINGERPRINT SCREENING RESULTS BEING CLEARED.
4. Search for the employee's name in Workday to see if there already exists a Terminated record. If so, Hire from that record. If not:
5. Run the **"Find Former Worker" Report** in Workday to check for an older existing profile for the employee
 - If a record already exists for the employee, you must Hire from that record
 - If a record does not exist, you will create a Pre-Hire record before hiring. Note that you can create the Pre-Hire simultaneously with initiating the Hire task, which is generally easier to do.

- **Direct Hire (C1)**

1. Complete and submit the **Position Request Form (PRF)** to the PRF email box for review and approval
2. Once the PRF is approved, obtain signed Offer Letter from employee
3. Have employee complete Data Sheet to obtain necessary personal information
4. Send employee the **HR Prefill LiveScan** form and go to get Fingerprinted by SUPD
 - NOTE: the hire process will not progress forward until the background check results are received and cleared—HR sends email to supervisor/admin when results are in. NO EMPLOYEE CAN BEGIN WORKING PRIOR TO THE FINGERPRINT SCREENING RESULTS BEING CLEARED.
5. Search for the employee's name in Workday to see if there already exists a Terminated record. If so, Hire from that record. If not:
6. Run the **"Find Former Worker" Report** in Workday to check for an older existing profile for the employee
 - If a record already exists for the employee, you must Hire from that record
 - If a record does not exist, you will create a Pre-Hire record before hiring. Note that you can create the Pre-Hire simultaneously with initiating the Hire task, which is generally easier to do.

- **Regular Student and Graduate Assistants**

1. Offer Letter not required for Regular Students. GAs have an appointment letter, but this is not something HR needs.

2. Fingerprinting/background check usually not required, EXCEPT if the student employee's job will require working with minors. If this is the case, normal fingerprinting procedure must be followed as with non-student hires.
3. Do not create a Pre-Hire. All eligible student employees will have Workday records already.
4. Run the **"Find External Student" Report** in workday to find the student record. Be sure to match the correct student ID# when there exist multiple students with the same name!
 - Students must be both matriculated with SU and enrolled in courses (min. 6 credits in a semester) in order to be eligible for hire as a student employee. The student will not appear via the Find External Student report if they have not yet enrolled in classes.

PRE-HIRE

- Required for new hires only where there is no existing record for the individual in the system. This is not to be done for student hires. This not to be done if the hire already has an existing SU ID#.
- When creating Pre-hire, you must:
 - Enter First, Middle (at least initial), and Last Names
 - Enter a contact method (typically personal e-mail)

1. HIRE SUBMITTAL

▪ Adjunct

1. Select the appropriate JM Supervisory Organization (the supervisor to whom the employee will report)
2. Hire Date: must align with Academic Affairs published schedule
3. Reason: Hire Employee → Hire if brand new; Rehire → Rehire Employee if previously employed;
4. Position
 - Employee Type: Temporary Fixed Term
 - End Employment Date: must align with Academic Affairs published schedule
 - Location: typically "SU Main" if on campus, otherwise select "SU Off Campus" or appropriate location.
5. Job Details
 - Job Profile: Select appropriate Adjunct profile
 - Job Title: Will autofill, do not change!
 - Business Title: Add descriptor (e.g., "Adjunct I – Political Science" or some other meaningful description)
 - Pay Rate Type: Stipend
6. Working Time
 - Time Type: Part Time
 - Scheduled Weekly Hours: enter hours based on credit/contact hours conversion (e.g., typically 3.33 X # of credit/contact hours, but can vary for some depts.)
 - Work Shift: Enter First Shift for day time instructors, Second Shift if only teaching evenings.
7. Comment box
 - Enter Course info here
8. Attachments
 - Add signed Offer Letter
9. Submit!

▪ Direct Hire (C1)

1. Select the appropriate JM Supervisory Organization (the supervisor to whom the employee will report)
2. Hire Date: must align with the start of a future Contractual Pay Period
 - Be aware it can take up to 4 weeks to fully approve a New Hire, so plan ahead and choose a date accordingly!
3. Reason: Hire Employee → Hire if brand new; Rehire → Rehire Employee if previously employed;
4. Position
 - Employee Type: Temporary Fixed Term
 - End Employment Date: must align with the end of a Contractual Pay Period

- C1s contracts max duration is 6 months, so usually the end date will be the nearest CT PPE date 6 mos. out.
- Location: “SU Main” or appropriate SU Satellite location
 - Remote hire/telework for C1s is typically not permitted—you must consult with HR prior to making any offer to a C1 who would need to work off-campus.
- 5. Job Details
 - Job Profile: Select appropriate Job Profile as provided by HR on approved PRF form.
 - Job Title: Will autofill, do not change!
 - Business Title: Add your internal title for the position
 - Pay Rate Type: Hourly
 - Exempt (Stipend) C1s are rarely used and must be approved by HR prior to hiring.
- 6. Working Time
 - Time Type: Full-time or Part-time as appropriate
 - Scheduled Weekly Hours: enter scheduled hours per work week as per PRF.
 - Cannot exceed 40 hrs/week
 - After 12 months at full-time, C1s are no longer eligible for full-time work and are limited to no more than 19 hrs/week going forward.
 - Working Shift: Enter First Shift if work hours are during the day, Second Shift if evening; Third Shift if overnight.
- 7. Comment box
 - Not required, but helpful to enter descriptive info you want Supervisor and/or HR to see.
- 8. Attachments
 - Add signed Offer Letter
 - Add approved PRF form
- 9. Submit!

▪ **Regular Student (including FWS)**

1. Select the appropriate JM Supervisory Organization (the supervisor to whom the employee will report)
2. Hire Date: must align with the start of a future Contractual Pay Period
 - Be aware it can take up to 4 weeks to fully approve a New Hire, so plan ahead and choose a date accordingly!
 - Student Fall contracts should start no earlier than the Pay Period start date that falls
3. Reason: Hire Employee → Hire if brand new; Rehire → Rehire Employee if previously employed;
4. Position
 - Employee Type: Temporary Fixed Term
 - End Employment Date: must align with the end of a Contractual Pay Period

- We strongly recommend constraining student contracts per semester, to allow them to work additional hours and/or for other departments during the Winter break.
 - End date should be nearest PPE date to the end of the Spring semester at the latest.
- Location: “SU Main” or appropriate SU Satellite location
 - Remote hire/telework for students is typically not permitted
- 5. Job Details
 - Job Profile: 8200 – Regular Student or 8000 – College Work Study
 - Job Title: Will autofill, do not change!
 - Business Title: Add your internal title for the position
 - Pay Rate Type: Hourly
 - There is no stipend available for regular Student employees. Most student work is not eligible for stipend pay.
 - Additional Job Classifications: add the **07 FICA Taxable** classification ONLY IF:
 - Student summer contract and student is *not* taking summer courses, except for International Students, who are always FICA exempt.
- 6. Working Time
 - Time Type: Full-time or Part-time as appropriate (During semesters, always Part-time)
 - Scheduled Weekly Hours: enter scheduled hours
 - Students are limited to no more than 25 hours/week total between all of their SU jobs during semesters. Always check with students to see if they will be working for another department and coordinate to avoid excessive overlapping hours in your contract
 - Working Shift: Enter First Shift if work hours are during the day, Second Shift if evening;
- 7. Comment box
 - If the actual working dates will be less than the contract dates (e.g., is only working a few days within a 2-week contractual pay period window), then enter the actual dates of work here.
- 8. Attachments
 - FWS only: add Work Study award info provided by Admissions
- 9. Submit!

▪ **Graduate Assistant**

- Select the appropriate JM Supervisory Organization (the supervisor to whom the employee will report)
- Hire Date: must align with the start of a future Contractual Pay Period
 - GA contracts are only available during the Academic year, and must be entered on a per-semester basis.
 - GA contracts should start no earlier than the Pay Period start date that aligns with the Academic Affairs Calendar start date for Adjuncts for the semester.

- Reason: Hire Employee → Hire if brand new; Rehire → Rehire Employee if previously employed;
- Position
 - Employee Type: Temporary Fixed Term
 - End Employment Date: must align with the end of a Contractual Pay Period
 - GA contracts must be contained to a semester, and cannot span over Winter break.
 - GA contracts are typically not available during summer, but there are rare exceptions. Consult with Graduate Studies department.
 - Location: “SU Main” or appropriate SU Satellite location
 - Remote hire/telework for students is typically not permitted
- Job Details
 - Job Profile: 8300 - Graduate Assistant; 8400 –TA; 8500 – RA
 - Job Title: Will autofill, do not change!
 - Business Title: Add your internal title for the position
 - Pay Rate Type: Stipend
- Working Time
 - Time Type: Part-time
 - Scheduled Weekly Hours: enter scheduled hours (Either 10 or 20 for GAs)
 - Working Shift: Enter First Shift if work hours are during the day, Second Shift if evening;
- Comment box
 - Optional to add course information or any other relevant job info.
- Attachments
 - Optional to add Graduate Assistant Appointment letter here.
- Submit!

2. CHANGE PERSONAL INFORMATION

- Enter Employee's Date of Birth as provided on Data Sheet.
- Student DOBs should already be entered into system

3. EDIT GOVERNMENT IDS

- Click "+" under National IDs to enter the employee's SSN as indicated
- Student SSNs should already be entered into system, if they have been issued an SSN
- NOTE: All hires must have a valid Social Security Number in order to begin working for SU. If you plan to hire an international student, inquire if they have been issued an SSN. If not, they must apply for an SSN immediately and one must be assigned before the hire can proceed.

The contract then goes to intermediary HR steps, such as Check for Duplicates

4. ASSIGN ORGANIZATIONS

- Most info auto-fills based on Supervisory Organization
- Organizations / Other:
 - Only if employees will be swiping a timeclock, add both "Timeclock Swipers" and the designation for their specific area.
 - Department ID: you must enter the department ID where the employee will be working. The option chosen must have an ID number, which is PS+[Usource Code#]

5a. PERIOD ACTIVITY PAY (Adjunct/GAs only)

▪ Adjunct

1. Academic Period: Enter the appropriate specific Academic period and click OK.
 - Use the correct 7 Week 1, 7 Week 2, or Regular (full semester) periods as needed. DO NOT USE AY (Annual Year) for course instruction contracts!
2. Reason: Choose “Add New Activity Pay → New Hire Assignment”
3. Activity: Choose appropriate Adjunct a Faculty options (credit or contact hour)
4. Comment: You must add the course info in the comment field
5. Activity Dates: Enter the start and end dates based on Academic Affairs guidance
6. Work Hours Per Week: Enter the # of credit hours
7. Quantity: Enter # of credits
8. Assigned Unit Rate: Enter the \$ paid per credit as per Academic Affairs guidance
9. Total Amount: will auto-fill based on Quantity X Unit Rate
10. Costing Overrides (Gray Oval): clicking brings up pop-up window
 - Detail Code: enter “DC00001 Contractual Pay”
 - USource: Enter the USource code that is to be billed
 - If Grant-funded, enter Grant code instead
 - Additional Worktags: will autofill based on USource/Grant selection
 - Percent: Enter the percent of the payment that will be billed to the selected Usource/Grant code. Amount will autofill based on entry.
 - If additional Override (i.e., the costing will be split w/ other departments), click the “+” Add Row button on the left and enter as above.
11. Payments: Defaults to match Activity Dates – inquire with employee how they wish to receive payments
 - Biweekly Payments: Both payment dates must match Activity Dates
 - One Lump Sum Payment (paid after contract ends): The payment Start Date must be changed to match the payment End Date.
 - NOTE: Do not change any info via the Customize Payments button. The only two payment options for PAPs are equal biweekly payments or lump sum as described above.
12. Additional Courses: If the Adjunct will be teaching multiple courses, Click the “+” Add Row option on the left to insert a new PAP box and add the additional course info there.

▪ Graduate Assistant

1. Academic Period: Enter the appropriate specific Academic period and click OK.
 - Use the correct Regular (full semester) period. DO NOT USE AY (Annual Year) for GA contracts!
2. Reason: Choose “Add New Activity Pay → New Hire Assignment
3. Activity: Choose appropriate GA contract options (GA, TA, or RA)
4. Comment: You must add the course info in the comment field
5. Activity Dates: Enter the start and end dates, must match start/end dates entered on initial Hire submission
6. Work Hours Per Week: Enter the # of weekly hours (10 or 20)

7. Total Amount: enter the full amount of the stipend to be paid
 - Consult with Graduate Studies office for appropriate stipend amount
8. Costing Overrides (Gray Oval): clicking brings up pop-up window
 - Detail Code: enter "DC00001 Contractual Pay"
 - USource: Enter the USource code that is to be billed
 - If Grant-funded, enter Grant code instead
 - Additional Worktags: will autofill based on USource/Grant selection
 - Percent: Enter the percent of the payment that will be billed to the selected Usource/Grant code. Amount will autofill based on entry.
 - If additional Override (i.e., the costing will be split w/ other departments), click the "+" Add Row button on the left and enter as above.
9. Payments: Defaults to match Activity Dates
 - Biweekly Payments: Both payment dates must match Activity Dates
 - GAs are typically only paid biweekly. Inquire with Graduate Studies if employee wishes otherwise.
 - NOTE: Do not change any info via the Customize Payments button. The only two payment options for PAPs are equal biweekly payments or lump sum as described above.

5b. PROPOSE COMPENSATION HIRE (C1s, Regular Students only)

- **Direct Hire (C1s)**
 1. Hourly: Enter hourly wage amount
 - Range available determined by job profile as approved on PRF
 2. Additional Details: click on ">" to expand
 - Enter Actual End date of contract
- **Regular Student/FWS**
 1. Hourly: Enter hourly wage amount
 - Student workers can be paid an amount within department discretion up to \$18.00/hour. If desiring to pay a higher rate than that, contact HR first for pre-approval before offering to student hire.
 2. Additional Details: click on ">" to expand
 - Enter Actual End date of contract

6. ASSIGN COSTING ALLOCATION

- All Hires
 1. Costing Allocation Level: Always choose “Worker and Position”
 2. Proposed Costing Allocations – YOU MUST COMPLETE THIS SECTION!
 - Click “+” Add button
 - Start Date = Start date of contract (aligns with CT pay period start date)
 - End Date = End date of contract (aligns with CT pay period end date)
 - Costing Allocations:
 - Enter USource Code or Grant Code
 - Ensure Worktags autofilled properly and percent is correct
 - Use “+” Add button to add more rows if splitting costing

Contract goes to Manager and Academic Affairs/HR for Consolidated approvals

7. GENERATE DOCUMENT

Refer to the Contract Example documents posted on the HCM Training Resource page:

<https://www.salisbury.edu/workday/su-training-resources.aspx>

Please follow these examples closely!

- Be sure all the data populates correctly. You will need to insert the employee name in the first paragraph in some contracts (such as Adjunct). Review start/end dates and weekly hours/pay amounts.
- Delete this from the top of the document: “[**Remove Section after Review**] All contents of this document are editable. Please review the information below, paying special attention to highlighted areas. Update any information as appropriate.”
- The Dual Employment section must be completed.

(Manager Document Approval)

(PACS Approval)

(Security Partner Step)

- Once the Security Partner approves this task, the Supervisor receives **Login Credentials** for New Hire **Adjuncts, Direct Hire, Graduate Assistants**. The Supervisor must relay the credentials to the new hire so they can login to Workday
- Employee Onboarding now commences

Employee Onboarding in Workday

Employee uses new login credentials to Review and Sign contract document in Workday:

- Review and Sign: the New Hire must:
 1. Review and sign the DocuSign document
 2. Submit the DocuSign document
 3. Submit the Workday task (this last step frequently is not done and will not fully approve the contract)
- Review the SU Policies and check “I Agree” and Submit
- Complete the Onboarding tasks for New Hires:
 1. Complete Form I-9: Employee completes Section 1 of the I-9 online, and only THEN should visit SU Human Resources with Acceptable IDs to complete the process
 2. To Do: Complete Payroll Forms: A link is provided to CPB for employees to complete and print:
 - W4
 - MW507
 - Direct Deposit (must be typed)
 - Employee must provide original, wet-signed forms to SU, CPB will not accept scans/photos/photocopies.

JOB CHANGE (RENEWAL)

Adjunct and GA

- **Actions → Job Change → Transfer, Promote, Change Job**
 - Change Job screen: select job you are renewing
 - Start Details
 - ****Effective Date:** This must be the start date of the new contract. Follow Academic Affairs guidance on Adjunct start dates for the academic periods
 - Reason: Data Changes → Renewal
 - Can change supervisor, suporg, and location if needed
 - Job
 - Change job profile code if needed
 - Job Title: leave alone, do not change
 - Business Title: can make changes if desired
 - Location
 - Adjunct: Scheduled Weekly Hours: enter hours based on credit/contact hours conversion (e.g., typically 3.33 X # of credit/contact hours, but can vary for some depts.)
 - GA: Scheduled Weekly Hours: either 10 or 20.
 - Work Shift: Enter First Shift for day time instructors, Second Shift if only teaching evenings.
 - Details
 - Adjunct: End Employment Date: you must change the end date to the new contract end date as determined by Academic Affairs guidance
 - GA: End Employment Date must be changed to be the end of a contractual pay period
 - Compensation
 - Skip this section—stipend compensation will be entered via Period Activity Pay
 - Organizations
 - Confirm Department ID is entered and correct. PS[USource#]
 - Summary
 - Review information to ensure all is correct
 - Attach any documents you wish
 - Enter comment stating course information
 - Submit!
- **Assign Costing Allocation**
 - Costing Allocation Level: Always choose “Worker and Position”
 - Proposed Costing Allocations – YOU MUST COMPLETE THIS SECTION!
 - Click “+” Add button
 - Start Date = DO NOT CHANGE. The start date will autofill. If the date that autofills is in the past, that’s okay! That means there is an existing, active costing allocation for their current job—changing this will negatively impact costing and cause issues for finance/accounting.

- End Date = End date of contract (aligns with CT pay period end date)
 - Costing Allocations:
 - Enter USource Code or Grant Code
 - Ensure Worktags autofilled properly and percent is correct
 - Use “+” Add button to add more rows if splitting costing
- **Manager Approval**
- **Academic Affairs Approval**
- **Generate Document – Same as New Hire, see above**
- **Manager approves Document**
- **Employee signs and submits document**
- **HR PACS Approval**
- **To Do: Manage Period Activity Pay Assignments**
 - When you receive this task, it is your cue to create the PAP
 - From the employee’s profile, Actions → Compensation → Manage Period Activity Pay
 - Enter Effective Date to match contract start date
 - Select the correct Adjunct job profile for the PAP
 - Academic Period: Use the correct 7 Week 1, 7 Week 2, or Regular (full semester) periods as needed. DO NOT USE AY (Annual Year) for course instruction contracts!
 - Reason: Choose “Add New Activity Pay → New Contract Already Generated”
 - NOTE: It is CRITICAL to choose this option during a renewal, as you will have already executed the contract document. If you don’t choose this option, the PAP will generate another contract for signatures.
 - Follow all other steps as with the PAP for the New Hire and submit.
- **Manager Approval for PAP**
- **Academic Affairs Approval for PAP**
- **Dean Approval for PAP**
- **HR PACS Approval for PAP**
- **You will receive a Notification in Workday saying the PAP is Successfully Completed. Renewal is complete!**

Direct Hires (C1) and Regular Students

- **Actions → Job Change → Transfer, Promote, Change Job**
 - Change Job screen: select job you are renewing
 - Start Details
 - ****Effective Date:** This must be the start date of the new contract. If the previous contract did not end on a CT Pay Period End date, it is OK to make the Effective Date the next day after that contract ends, even if it’s not a Pay Period Start date.**
 - Reason: Data Changes → Renewal
 - Can change supervisor, suporg, and location if needed
- **Job**
 - Change job profile code if needed
 - Any change to a C1 job profile must be approved via a new PRF form!

- Job Title: leave alone, do not change
 - Business Title: can make changes if desired
- Location
 - Scheduled Weekly Hours: confirm weekly hours
 - Work Shift: confirm appropriate shift
- Details
 - Job Classifications (students only)
 - Default classification is 01 FICA Exempt for all students. This is correct during the Fall, Winter, and Spring semesters.
 - During Summer only, student employees who are a) NOT taking summer classes, and b) not international students must have the 07 FICA Taxable designation added in this section.
 - If renewing a Summer contract for the Fall where the 07 FICA Exempt classification is present, please delete it.
 - End Employment Date: you must change the end date to the new contract end date. The end date must align with the end of a Contractual Pay Period
 - C1s contracts max duration is 6 months, so usually the end date will be the nearest CT PPE date 6 mos. out.
 - Regular student contracts are confined to either the Academic semesters or Summer break dates. Remember that during the Summer, students may only work full time (30+ hours/week) for a total of 12 weeks.
- Compensation
 - Confirm Hourly Wage is correct
 - Must update Compensation End Date to match contract end date!
- Organizations
 - Ensure Time Swiper info is correct, if applicable
 - Confirm Department ID is entered and correct. PS[USource#]
- Summary
 - Review information to ensure all is correct
 - Attach any documents you wish
 - Enter comment stating course information
- Submit!
- **Assign Costing Allocation**
 - Costing Allocation Level: Always choose “Worker and Position”
 - Proposed Costing Allocations – YOU MUST COMPLETE THIS SECTION!
 - Click “+” Add button
 - Start Date = DO NOT CHANGE. The start date will autofill. If the date that autofills is in the past, that’s okay! That means there is an existing, active costing allocation for their current job—changing this will negatively impact costing and cause issues for finance/accounting.
 - End Date = End date of contract (aligns with CT pay period end date)
 - Costing Allocations:
 - Enter USource Code or Grant Code

- Ensure Worktags autofilled properly and percent is correct
 - Use “+” Add button to add more rows if splitting costing
- **Manager Approval**
- **HR Approval**
- **Generate Document** – Same as New Hire, see above
 - BOTH the Direct Hire C1 AND Student Agreement may populate to the document. You must delete the extraneous contract that you are not using before submitting!
- **Manager approves Document**
- **Employee signs and submits document**
- **HR PACS Approval**
- **Renewal is complete!**

ADD JOB

- Add Job process flows the same as the Hire process for all types, but omits the steps relating to brand new hires (e.g., Background Check, Change Personal Information, etc.) and setting up provisioning/onboarding. Please refer to the Add Job Job Aids posted on the HCM Training site for additional details.