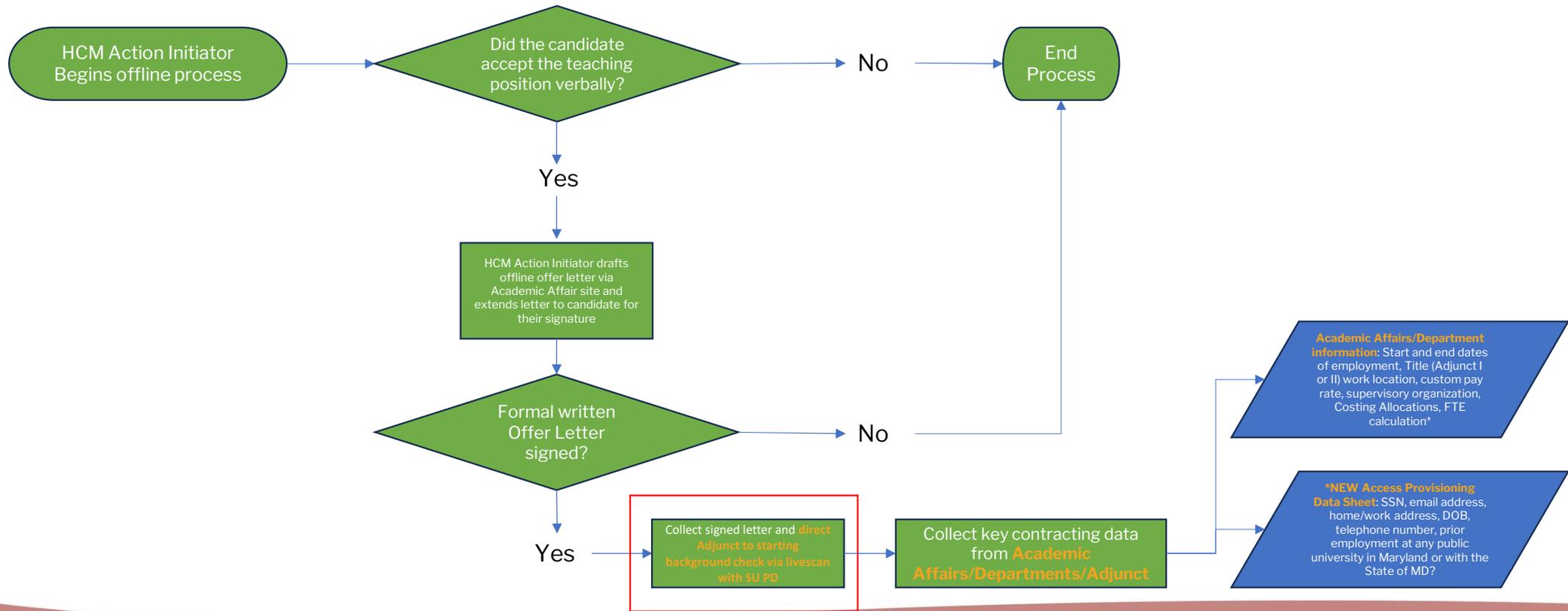


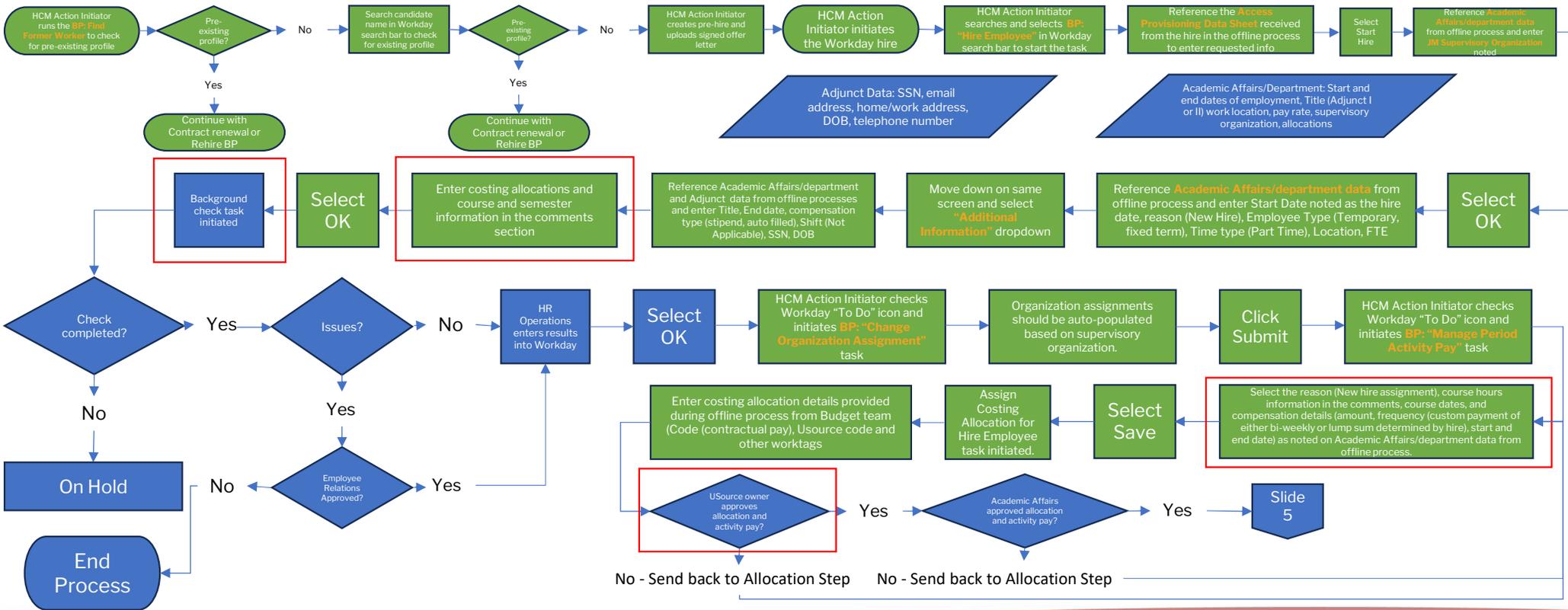
How: Direct Hire – Process Flow Chart

The **Direct Hire** Contract process should be utilized when Adjunct Faculty are teaching in an upcoming semester and have **never been employed by the University** at any point in time. The offline process below is essentially a data collection process to make the technical process in Workday easier and more efficient.

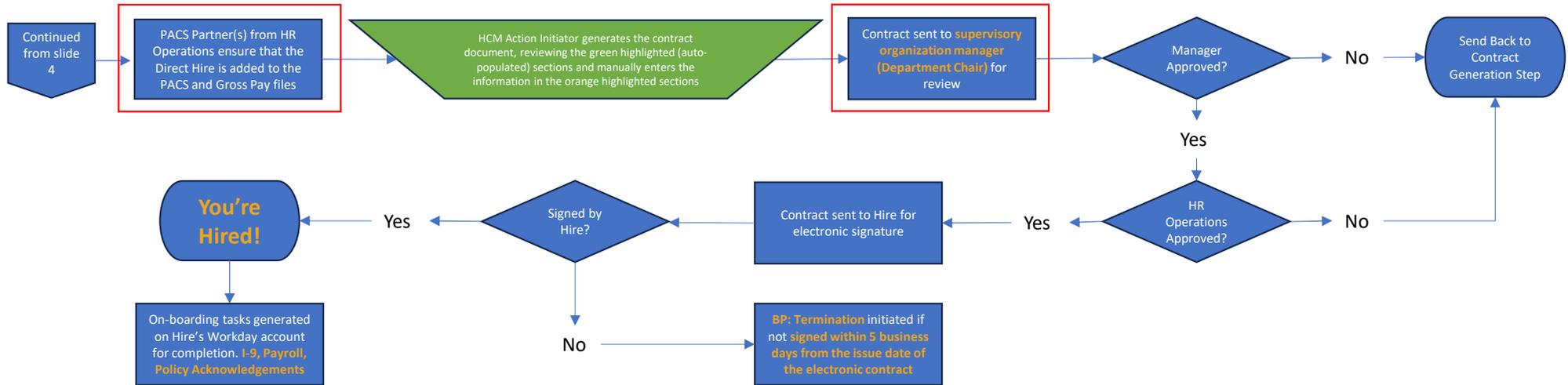


How: Direct Hire – Workday Process

The **Workday process** below is how the technical process of hiring an Adjunct faculty employee that has never been employed by the University at any point in time is conducted.

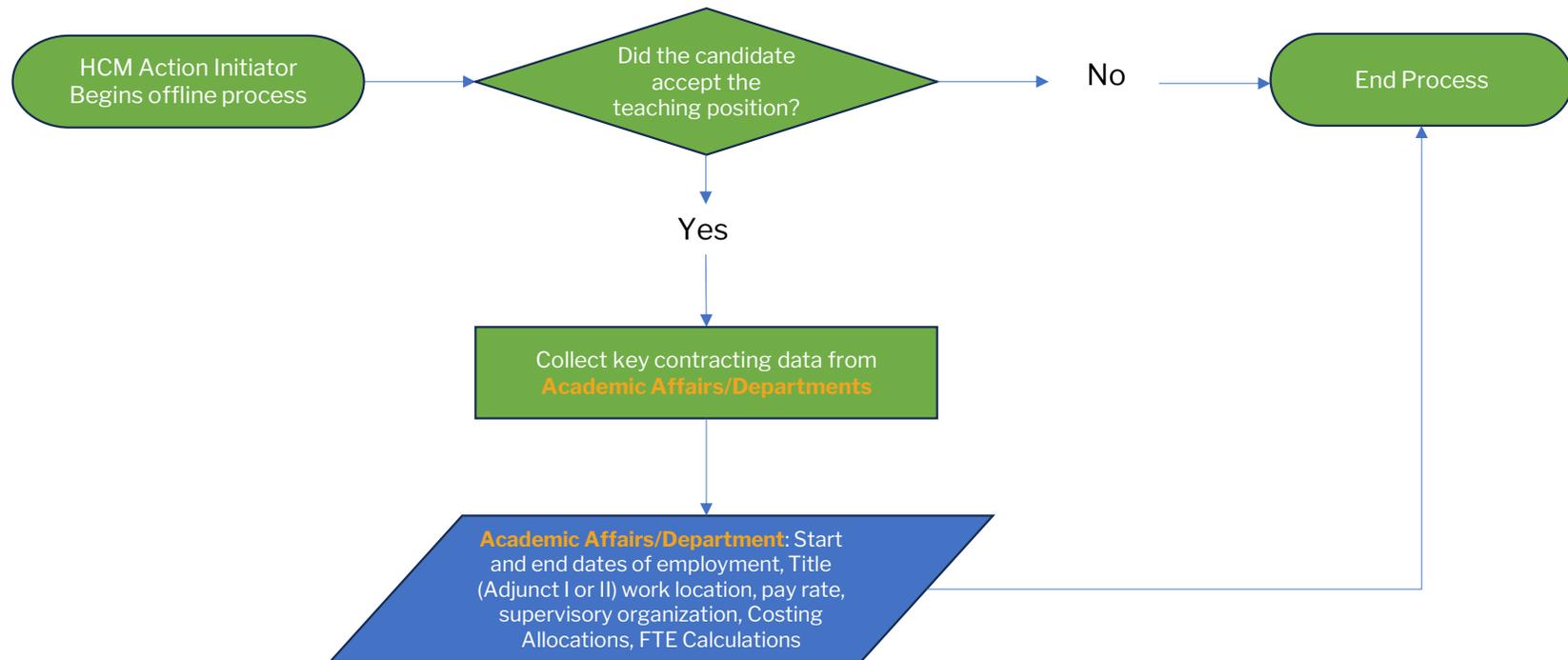


How: Direct Hire – Workday Process Cont.



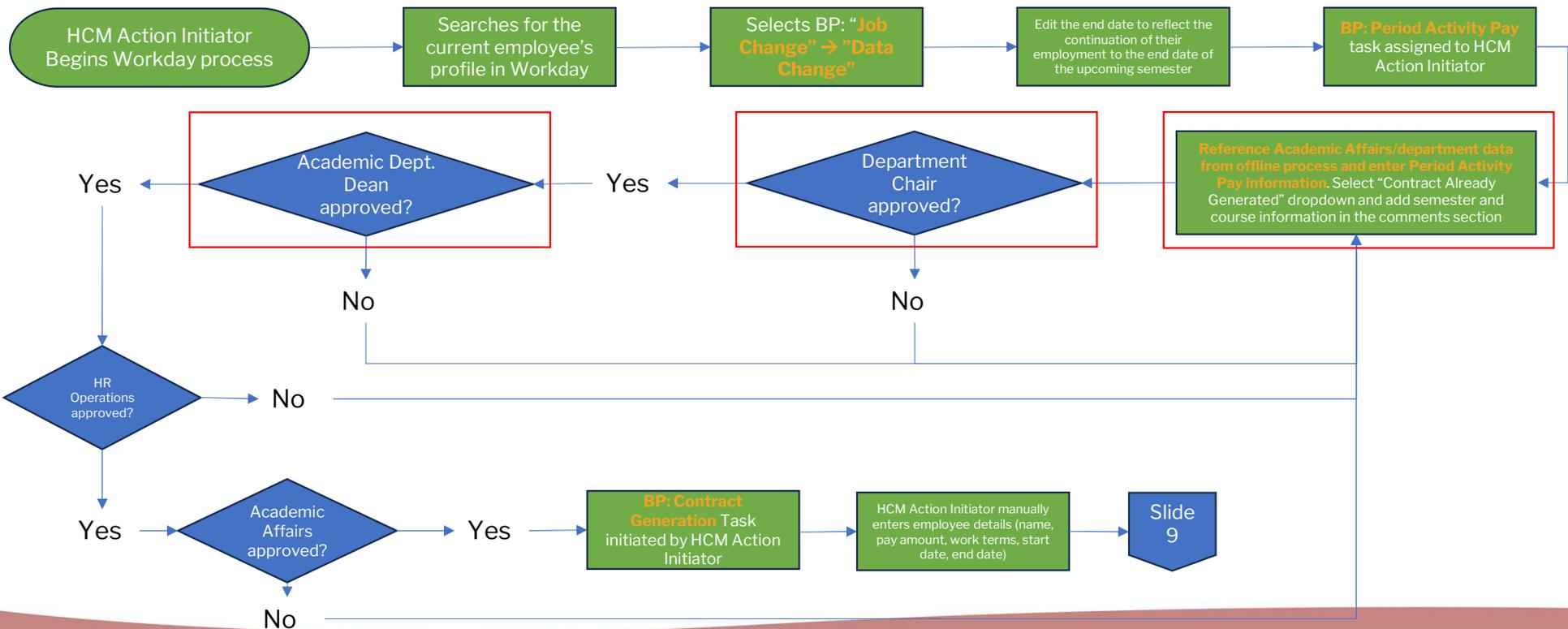
How: Contract Renewal – Offline Process

The offline process below is essentially a data collection process to make the technical process in Workday easier and more efficient.



How: Contract Renewal – Workday Process

The Contract Renewal process should be utilized when Adjunct Faculty are teaching in an upcoming semester and are currently employed by the University.



How: Contract Renewals – Workday Process Cont.

