

**TOPIC:** PeopleSoft Custom Bolt-on Adjunct Contract Renewal - Submitter

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## Adjunct Contract Renewal Contract Submitter Instructions



*A Custom Bolt-on PeopleSoft Application*

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## Adjunct Faculty Renewal Process Search and Entry

### Adjunct Contract Renewal Entry Search Page “Find an Existing Value” Tab

- Navigate to SU Custom > Employment Contract Processing > Adjunct Faculty Contracts > Adjunct Contract Renewal.

1. Use this search page to search for adjuncts that already have a GullNet renewal record (contract) started.

The screenshot displays the Oracle HRDEV search interface for Adjunct Contract Renewal. The breadcrumb trail at the top reads: Favorites > Main Menu > SU Custom > Employment Contract Processing > Adjunct Faculty Contracts > Adjunct Contract Renewal. The page title is "Adjunct Contract Renewal" and it includes a refresh timestamp: "HRDEV - Refreshed from a snapshot of PRD as of 2017-03-21 22:00:00".

The main content area is titled "Adjunct Contract Renewal" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there are two tabs: "Find an Existing Value" (which is highlighted with a red box) and "Add a New Value".

The search criteria section is titled "Search Criteria" and includes the following fields:

- Empl ID: begins with [text input]
- Term: begins with [text input]
- Department: begins with [text input]
- Begin Date: = [dropdown] [text input]
- End Date: = [dropdown] [text input]
- Adjunct Contract Submission: = [dropdown] [text input]
- Adjunct Contract Type: = [dropdown] [text input]
- Show Complete/Cancel Contract: = [dropdown] [text input]
- Name (LN, FN): begins with [text input]

There is also a checkbox for "Case Sensitive". At the bottom of the search criteria section, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

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2. You can search by Empl ID, Term, Department, Dates of the Contract, Name and Contract Type and/or any combination thereof. Also, you can use this to search the list by contract submission status. The submission statuses (in normal processing order) are as follows: Not Submitted; Chair Approval Needed; Faculty Signoff Needed; Chair Signoff Needed; Dean Signoff Needed; HR Data Input Needed; Commitment Acct Input Needed; Completed; or Cancelled. Below is what you would choose to search for all adjuncts who need the Dean's Signoff.

The screenshot shows the Oracle HRDEV search interface for 'Adjunct Contract Renewal'. The breadcrumb trail is: Favorites > Main Menu > SU Custom > Employment Contract Processing > Adjunct Faculty Contracts > Adjunct Contract Renewal. The page title is 'ORACLE HRDEV - Refreshed from a snapshot of PRD as of 2017-03-21 22:00:00'. Below the title, there are navigation links for 'Home', 'Worklist', and 'Add to Favorites', along with a search dropdown set to 'All' and a 'Search' button. The main heading is 'Adjunct Contract Renewal' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section is expanded, showing several search fields: 'Empl ID' (begins with), 'Term' (begins with), 'Department' (begins with), 'Begin Date' (=), 'End Date' (=), 'Adjunct Contract Submission' (=) set to 'Dean Signoff Needed' (highlighted by a red arrow), 'Adjunct Contract Type' (=), 'Show Complete/Cancel Contract' (=), and 'Name (LN,FN)' (begins with). There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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3. Also, you can search for all Completed or Cancelled Contracts by selecting as in the example below. Alternatively, choose “Contracts Waiting Action” for all contracts in process.

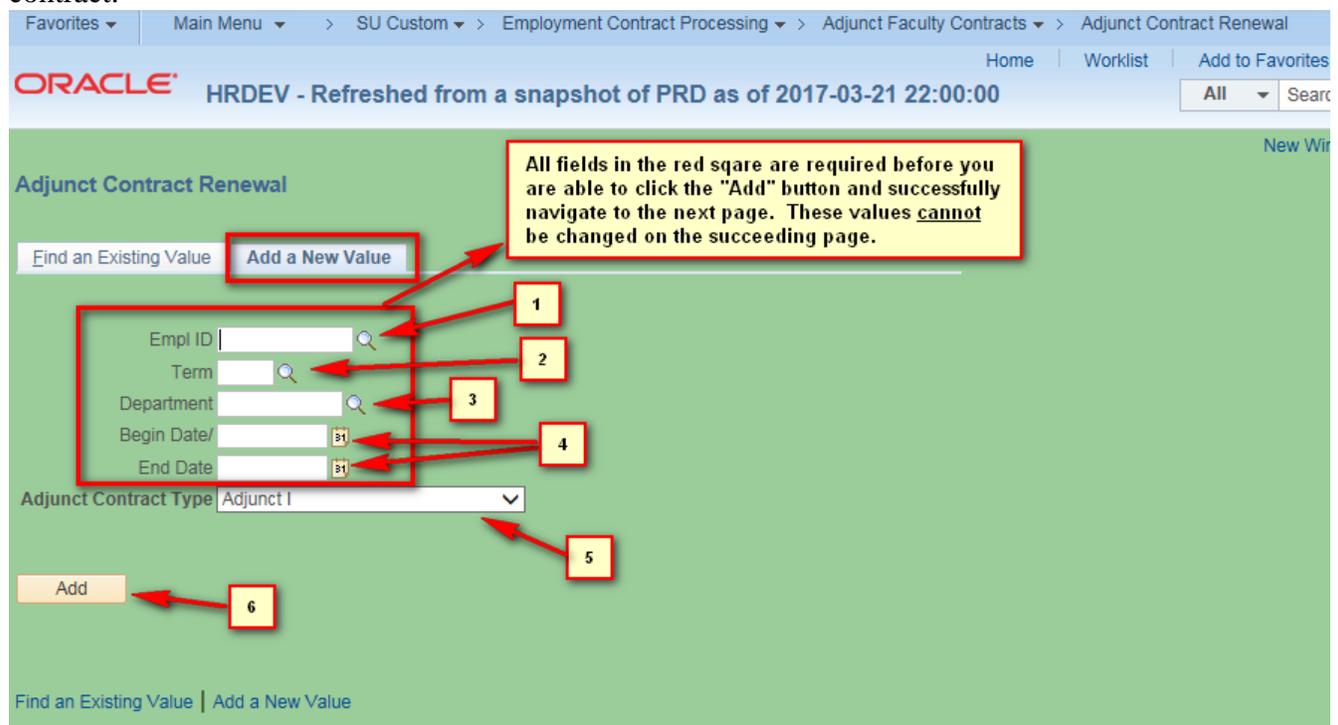
The screenshot shows the Oracle HRDEV interface for the 'Adjunct Contract Renewal' search page. The breadcrumb trail at the top reads: 'Favorites > Main Menu > SU Custom > Employment Contract Processing > Adjunct Faculty Contracts > Adjunct Contract Renewal'. The page title is 'ORACLE HRDEV - Refreshed from a snapshot of PRD as of 2017-03-21 22:00:00'. Below the title, there are navigation links for 'Home', 'Worklist', and 'Add to Favorites', along with a search dropdown menu set to 'All'. The main heading is 'Adjunct Contract Renewal' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section is expanded, showing several search fields: 'Empl ID' (begins with), 'Term' (begins with), 'Department' (begins with), 'Begin Date/' (=), 'End Date' (=), 'Adjunct Contract Submission' (=), 'Adjunct Contract Type' (=), 'Show Complete/Cancel Contract' (=), and 'Name (LN, FN)' (begins with). The 'Show Complete/Cancel Contract' dropdown is set to 'Completed/Canceled Contracts', which is highlighted by a red arrow. At the bottom of the search criteria section, there is a 'Case Sensitive' checkbox (unchecked) and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

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**Adjunct Contract Renewal Entry Search Page “Add A New Value” Tab**

Note: This is where you select faculty who are employed or have been employed sometime in the last 180 days and enter new information in order to renew their adjunct contracts.

Click on the “Add a New Value” tab to select an adjunct who was employed as an adjunct faculty member within the last 180 days so you can proceed to enter a new contract.



- The page shown above contains numbered field and controls (numbered for reference purposes for this document only as they do not appear on the page). They are:
  1. Empl ID: If you know the emplid of the employee you can enter it here or click on the magnifying glass to see a list of eligible adjuncts. Clicking on the magnifying glass will allow you to search for the faculty member by name.
  2. Term: This is the term in which the faculty member will teach. Entering a term here will also autopopulate the Begin and End Dates on this page with the begin and end dates of the term.
  3. Department: Enter the department code you wish to use to fund the position. If you do not see the code you wish to use, please contact HR so they can set it up.

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4. Begin Date/ and End Date: These are autopopulated when you enter of change the term but can be changed to any value you would like. These are the dates of the contract.
5. Adjunct Contract Type: Can be either “Adjunct I” or “Adjunct II” but can be changed on the subsequent page.
6. Clicking the yellow “Add” button in the screenshot above will take you to the Adjunct Contract Renewal Entry Page.

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**Adjunct Contract Renewal Entry Page**

**Adjunct Contract Renewal Submission**

**Check Job Record** 1

**Adjunct Contract For:** Anne Adjunct      Empl ID: 1139238      SSN: 000-00-2222

Department: 111425 Accounting & Legal Studies       Multiple Dept Codes? 2

Term: 2178 Fall 2017

Contract Start Date: 08/28/2017      Contract End Date: 12/19/2017

\*Submission Status: Not Submitted 3      \*Adjunct Contract Type: Adjunct I 4

Email Address: HRDEV@salisbury.edu

Address Line 1: 1101 Camden Avenue       Address Changed 5

Address Line 2: Apt 1101

City: Salisbury      State: MD      Zip Code: 21801

\*Department Chair Emplid:      6

Chair's Email Address:      7

\*Academic Dean Emplid:      7

Dean's Email Address:      7

*Class	Course Title	*Credit or Contact Hours	*Number of Hours	*Maximum Amount Paid Per Course	Total Enrolled
1		Credit Hours			

Maximum Salary: 8

*Forms and Documents Required	Submitted Date	Submitted By	Submitter Notes	Received By HR	Received By	HR Comments
1	03/30/2017					

Submitted Update Oprid:      Submitted Date: 9

Envelope ID:

Save Before Submitting      Submit For Dept Mgr Approval 10

- The page shown above contains numbered field and controls (numbered for reference purposes for this document only as they do not appear on the page). They are:

- The “Check Job Record” button allows you to see the job records of the employee. They are based on the Empl Record of the employee and include active as well as non-active jobs. This is for informational purposes only.

Job Information For Each Empl Record

Empl ID	Empl Record	Payroll Status	Job Code	Description	Job Indicator	Effective Date	Action	Action Date	Reason Code	Department	Pay Group	Employee Classification
1		Terminated	9130	ADJUNCT FACULTY I	Primary	01/05/2017	TER	09/20/2016	EFT	111920	007	L
2		Terminated	N79GAU	GENERAL ASSISTANT	Secondary	12/24/2016	TER	10/03/2016	EFT	170304	005	S
3		Terminated	9130	ADJUNCT FACULTY I	Secondary	01/30/2016	TER	02/25/2016	EFT	116506	007	L

Return

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- Multiple Dept Codes?: Only check this when you will be allocating the contract salary among more than one department code. It opens a small data entry window where you must enter at least two department codes. The percentages must add up to 100. Contact HR if you do not see your department codes when you select the department magnifying glass.

- Submission Status: This is a read-only field and is set to “Not Submitted” until the contract has been submitted.
- Adjunct Contract Type: You have two selections for this required field, Adjunct I and Adjunct II.
- Address Changed: This checkbox is not editable and only is checked if you change any address information. When the page is loaded the home address of the Adjunct Faculty member is loaded. If you modify any of the fields (Address Line 1 or 2, City, State, or Postal Code) this box will be checked when the address is changed. This will alert the HR Office to send the Adjunct the proper paperwork needed to formally change the home address.
- Department Chair Emplid and Academic Dean Emplid: These required fields will normally only have one value selectable from the search magnifying glass. These values are tied to the Department in which the adjunct will be teaching. When selected, the email addresses below each emplid will automatically be populated. If there are no values when you click the magnifying glass contact HR.
- Teaching Assignment: At least one course must be entered in order for the record to be saved. The courses available via the lookup are based on courses that are currently in the schedule in GullNet for the selected term. The only field not required for the Spring or Fall semesters is “Total Enrolled” which is only required for the Winter/Summer semesters. You will notice that a read-only field called Maximum Salary which appears beneath the table totals the salaries in the table above.

Teaching Assignment							Personalize	Find	First	Last
*Class	Course Title	*Credit or Contact Hours	*Number of Hours	*Maximum Amount Paid Per Course	Total Enrolled					
1 ACCT 202-006	INTRO TO MANAGERIAL ACCT	Credit Hours	3.00	2,500.00		+	-			
2 ACCT 202-157	INTRO TO MANAGERIAL ACCT	Credit Hours	3.00	2,500.00		+	-			
<b>Maximum Salary:</b>										<b>5,000.00</b>

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8. Additional Requirements and Notes: These are additional documents required or notes that you can enter that the Adjunct will have to provide based on their job information (contact HR for further clarification). Please leave as “None” if no additional documents are required or if you have no notes to make.

Additional Requirements and Notes							
	Forms and Documents Required	Submitted Date	Submitted By	Submitter Notes	Received By HR	Received By	HR Comments
1	Direct Deposit Form	01/19/2017	mlambert				
2	Form I-9	01/19/2017	mlambert				
3	W-4 Tax Withholding	01/19/2017	mlambert				
4	General Note	01/19/2017	mlambert	This is a general note			

9. Submitted Opid and Submitted Date: These read only fields are populated when you submit the contract.
10. The “Save Before Submitting” button can be pressed to save all your data without submitting the contract process through DocuSign. The “Submit For Dept Mgr Approval” button actually starts the DocuSign workflow process.

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**Incorrect Contract / Contract Cancellation**

If a Contract is submitted with incorrect information, the Contract has to be cancelled and another entered if the change involves one of the fields in the “*Add Search*” record (except Adjunct I/II) before you get to the renewal page.

If it is just a course or salary change then HR can reset the status to “*Not Submitted*”. Nothing needs to be done in DocuSign if the person who is supposed to sign off next refuses to sign (i.e. chooses not to sign from the “Other Actions” dropdown on the DocuSign site) as this cancels the reminders for everyone.