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.
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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.
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.
**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 “Adunct 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

- 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. 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.
2. 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.

3. Submission Status: This is a read-only field and is set to “Not Submitted” until the contract has been submitted.

4. Adjunct Contract Type: You have two selections for this required field, Adjunct I and Adjunct II.

5. 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.

6. 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.

7. 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.
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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.

9. Submitted Oprid 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.
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.