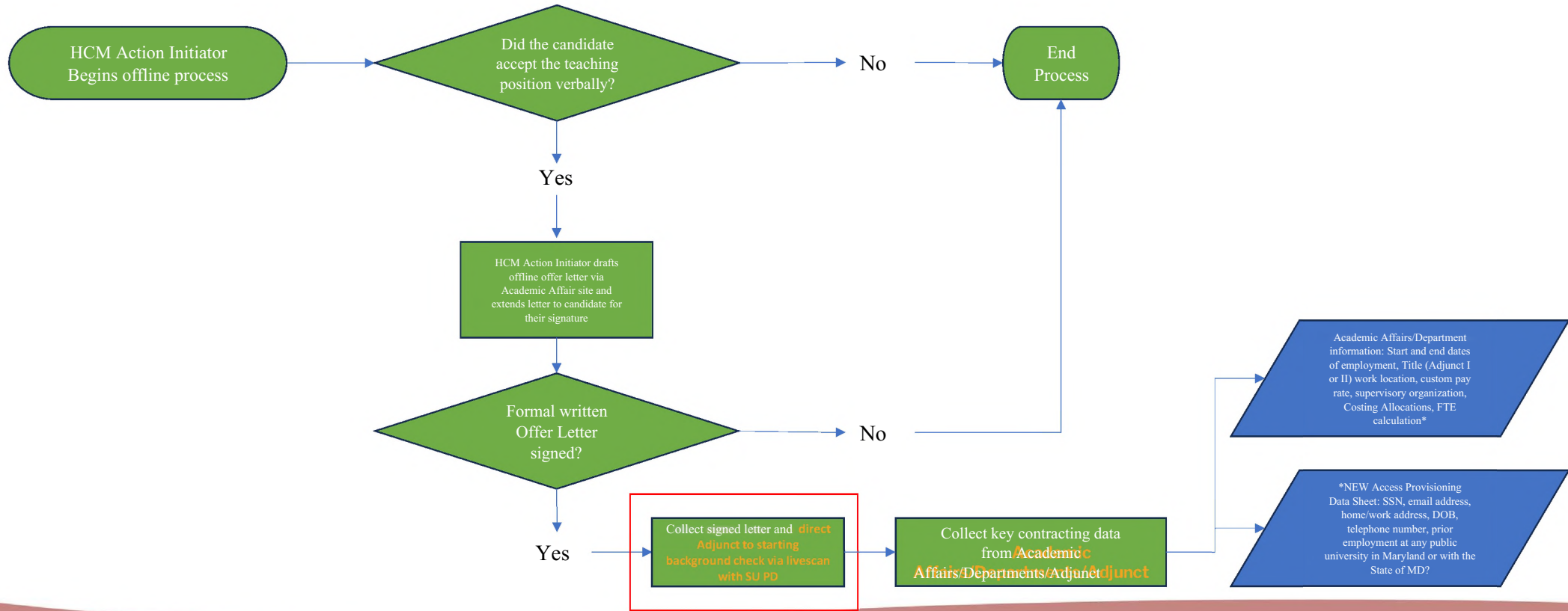


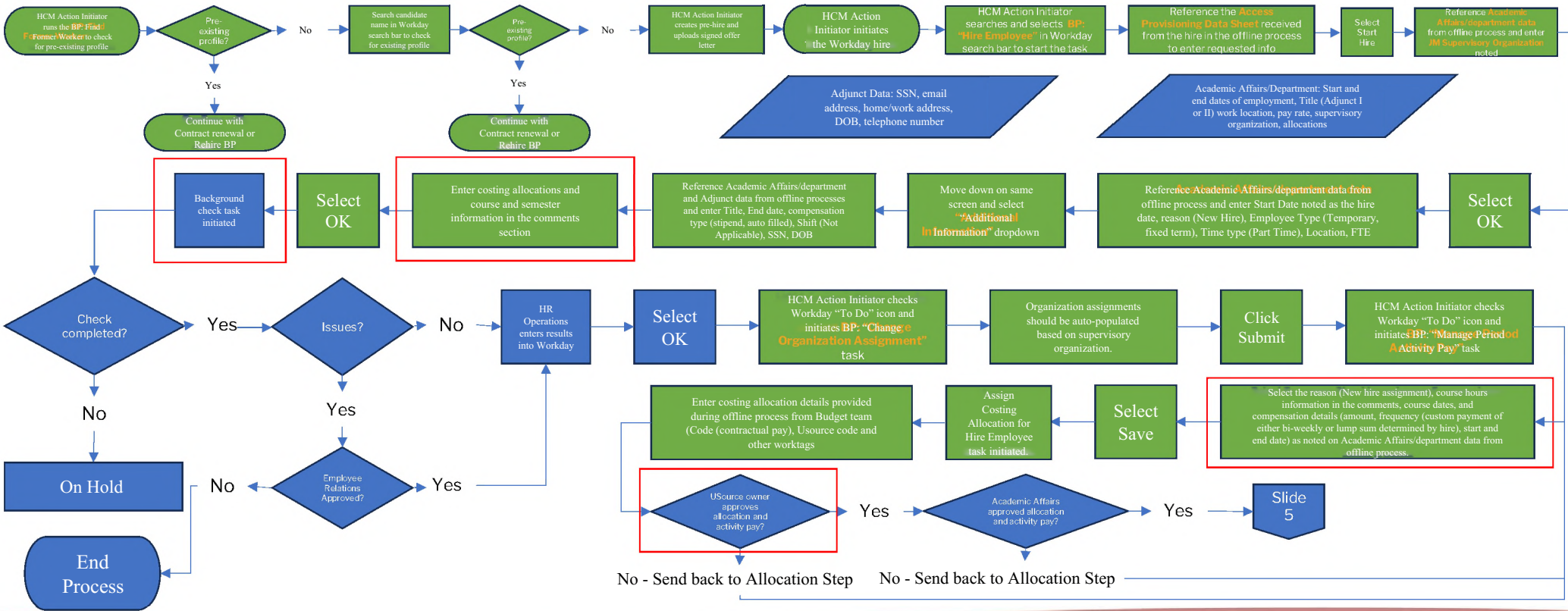
How: Direct Hire – Process Flow Chart

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.

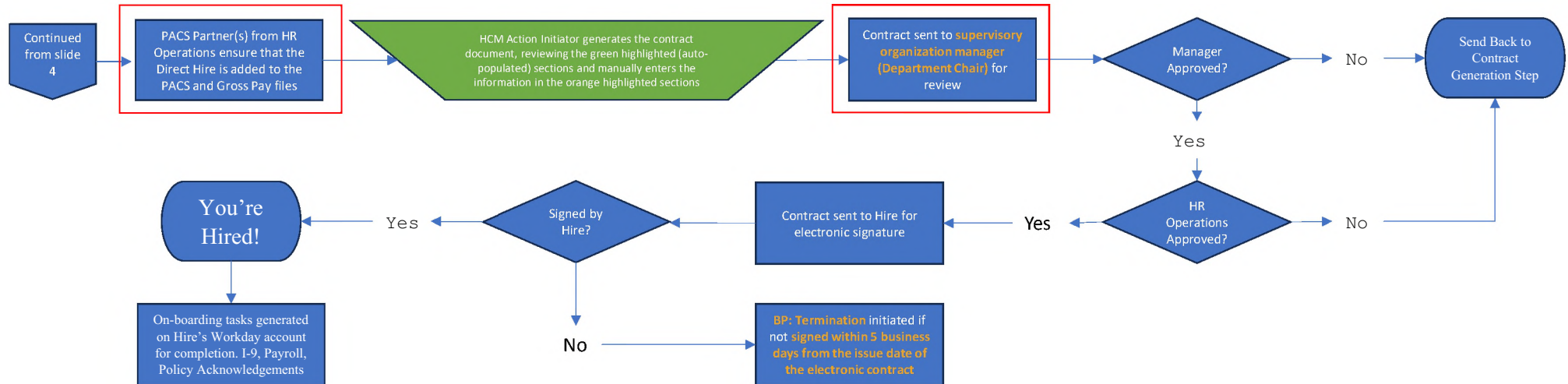


How: Direct Hire – Workday Process

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.

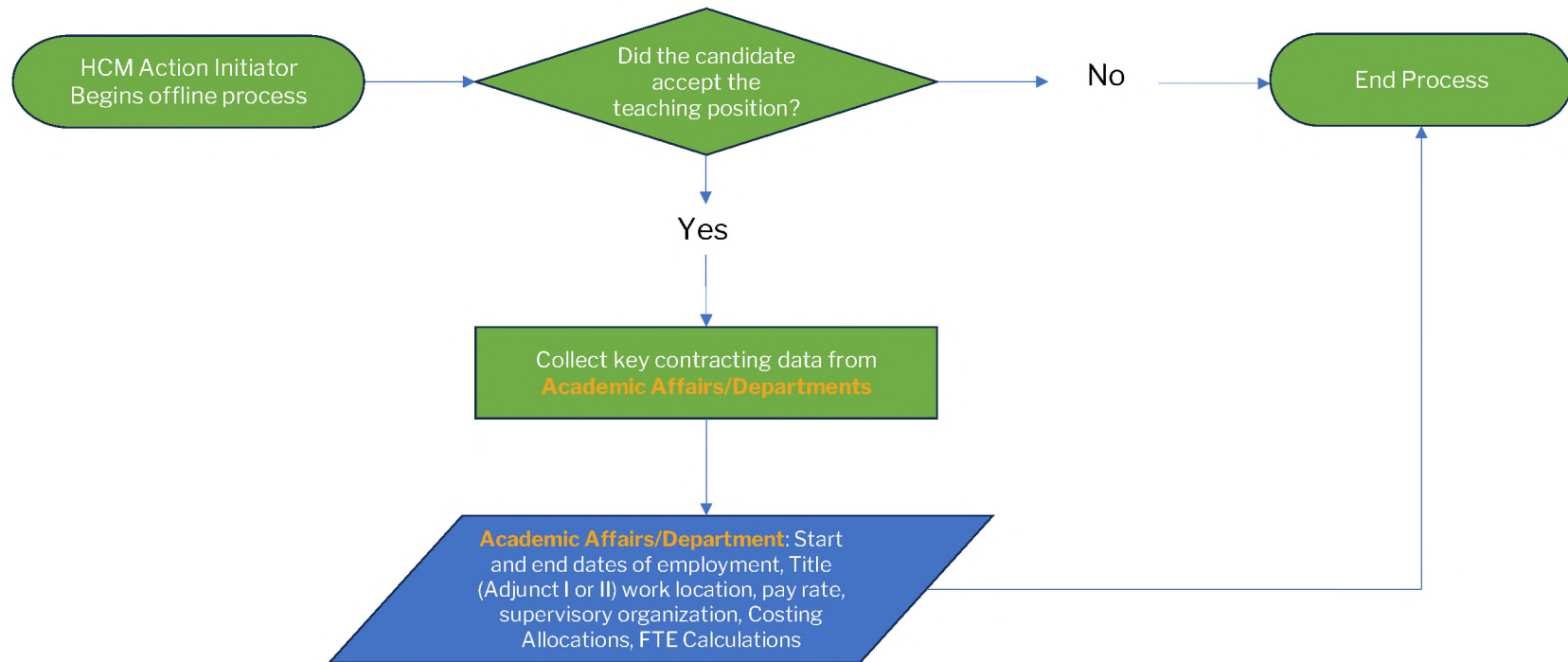


How: Direct Hire – Workday Process Cont.



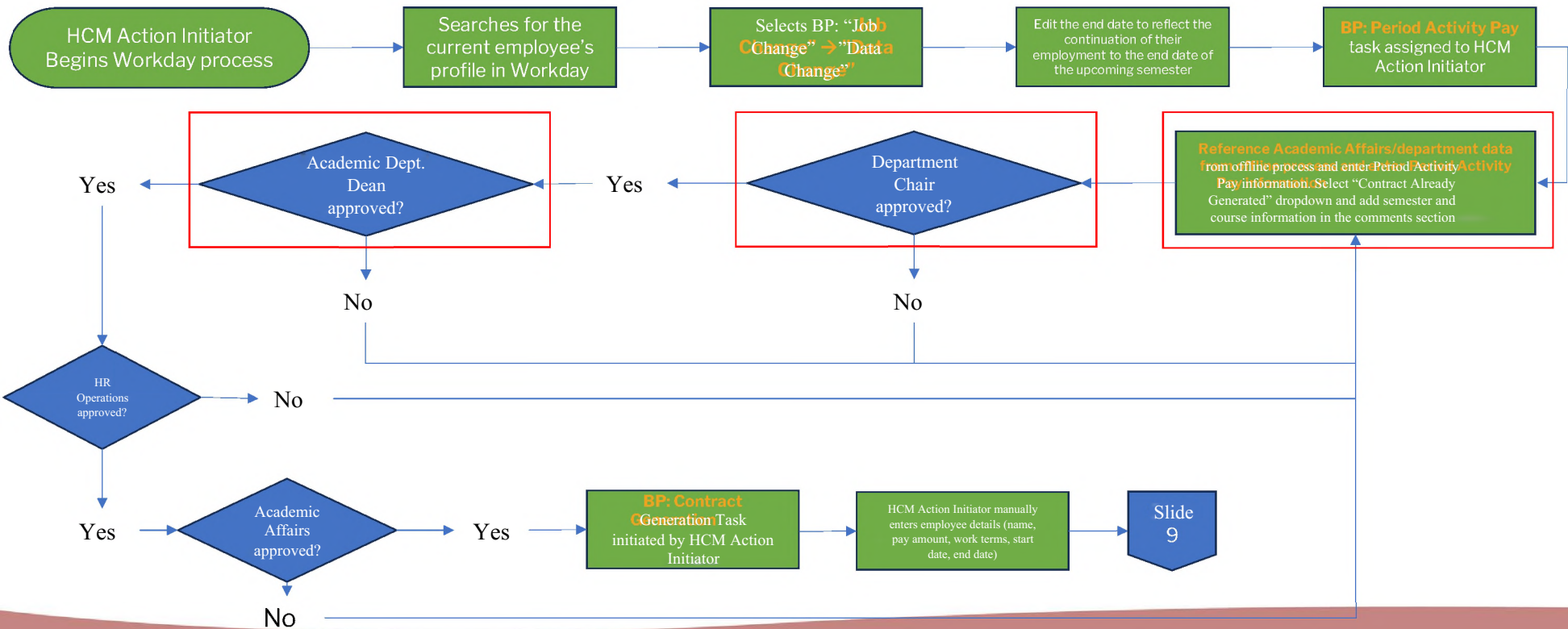
How: Contract Renewal – Offline Process

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.

