

Instructions to Begin Actions Hire Adjunct and Rehire or Modify Adjunct

Log in to the HR System Administration site at <https://jobs.shepherd.edu/hr>. (If you have never logged onto the system, please call the Human Resources Office at extension 5328 for your user name and password.)

Once you have started an action online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information. To save your work, click on the “Preview Action” button at the bottom of the screen. Select the status of “Save without Submit” or “Save”. Click on “Continue” and then “Confirm”. When you are ready to resume your work on the action, click on “Search Actions” from the left hand navigation bar and check the appropriate search criteria.

Hire Adjunct

This action will be used the first time that a person is processed as an adjunct in the HR system. If later they are rehired as an adjunct, the action used will be “Rehire or Modify Adjunct”. Instructions for “Rehire or Modify Adjunct” begin on page 10. Besides being used to employ part-time faculty members, this action also is used to hire full-time faculty members to teach during the summer or in other “overload” cases.

From the left hand navigation bar select “Begin New Action” and the following screen will appear.



Applicant Tracking, Position Description, and Performance Management System

POSTINGS

SEARCH HIRING PROPOSALS

CREATE POSTING FROM POSITION

POSITION DESCRIPTIONS

BEGIN NEW ACTION

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CHANGE USER TYPE

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SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

• Welcome **LuAnn Yanna**. You are logged in. Tuesday, March 24, 2009

Your Current Group:Assistant.

Begin New Action

Begin New Action		
9 Records		
Action	Description	Display Order
New Staff Position Description Start Action	Use this action to request a new staff position.	10
Modification of Staff Position Description Start Action	Use this action to request an update or reclassification of an existing staff position.	30
New Faculty Position Description Start Action	Use this action to request a new faculty position.	40
Modification of Faculty Position Description Start Action	Use this action to request an update or reclassification of an existing faculty position.	50
Hire for Stipend Start Action	Use this action to request a new hire for stipend.	60
Renew or Modify Stipend Start Action	Use the action to renew or modify a stipend	70
Hire Adjunct Start Action	Use this action to hire an Adjunct Faculty Member.	80
Rehire or Modify Adjunct Start Action	Use this action to rehire or modify an Adjunct Faculty Member.	90
Separation Notice Start Action	Use this action to process a separation.	110

Click on “Hire Adjunct” and the following screen will appear.

Click on “Job Title” drop-down box, scroll down and select the job title and click on “Search”.

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Applicant Tracking, Position Description, and Performance Management System

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WELCOME LuAnn Yanna. You are logged in.
Your Current Group:Assistant. Friday, October 24, 2008

Create Hire Adjunct

Proposed Classification	Employee Information	Job Information	Job Duties	Comments
Choose Classification to Assign				
You may associate this Position Description with one of the titles below by choosing the Select and Continue link directly below the title you choose.				
1 Record				
▲ Job Title		▼ Job Code		
ADJUNCT BIOLOGY Select and Continue		A1007 View Summary		

Search Titles

Job Code: Job Title: ADJUNCT BIOLOGY

Position Type: Any

Click on the “Select and Continue” link under the Job Title and a screen similar to the following will appear.

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WELCOME LuAnn Yanna. You are logged in.
Your Current Group:Assistant. Friday, October 24, 2008

Create Hire Adjunct

Proposed Classification	Employee Information	Job Information	Job Duties	Comments
Title Details				
GENERAL CLASSIFICATION INFORMATION:				
Job Title:	ADJUNCT BIOLOGY			
Pay Grade:				
EEOC #:	2 - Faculty			
EEOC Extension:				
FLSA:	Exempt			
Job Code:	A1007			
Application Types Accepted:				
Job Family:				
Special Categories:				
Position Type:	Adjunct Faculty			
STAFF CLASSIFICATION INFORMATION:				
Minimum Required Education:				
Required Licenses and/or Certifications:				
Type and Amount of Experience Needed:				

This screen contains information about the classification. There is no information that you need to enter here. Click on the blue “Employee Information” tab which is just under the “Create Hire Adjunct” heading.

This is where you will enter all the information for the employee.

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Applicant Tracking, Position Description, and Performance Management System

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SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
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SEARCH HIRING PROPOSALS

CREATE POSTING

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SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

• Welcome **LuAnn Yanna**. You are logged in. Tuesday, March 24, 2009

Your Current Group: Assistant.

Create Hire Adjunct

Proposed Classification
Employee Information
Job Information
Job Duties
Comments

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Employee Information

* Job Title:	ADJUNCT BIOLOGY
Action Number: <small>(Will be assigned upon first saving position)</small>	
* If full-time Faculty at Shepherd, list full-time title:	
Employee Last Name:	Doe
* (Legal name as appears on Social Security Card)	
Employee First Name:	John
* (Legal name as appears on Social Security Card)	
Employee Middle Initial: <small>(Leave blank if does not apply)</small>	
* Employee SSN:	111-11-1111
* Employee Address (Street):	Any Street
* Employee Address (City):	Anytown
* Employee Address (State):	WV
* Employee Address (Zip Code):	11111
Employee Address (County):	
Employee's main contact phone number: <small>(Format: xxx-xxx-xxxx)</small>	111-111-1111
Employee ID number:	
* Employee Gender:	<input type="radio"/> Female <input checked="" type="radio"/> Male <input type="radio"/> Not Disclosed
* Hispanic or Latino?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Disclosed
Race Category: <small>(If no was selected in the previous question)</small>	Check All Clear All <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
* Employee Date of Birth:	08/01/1967 <small>MM/DD/YYYY -or- MM-DD-YYYY</small>
* Highest degree:	Doctoral Degree
* Work Eligibility:	Citizen or National of the United States
If other, explain:	
Where earned?	University

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SAVE AND STAY ON THIS PAGE

CANCEL
PREVIEW ACTION

Click on "Continue to Next Page".

This is where you will enter all the job information.

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SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF SALARY SCHEDULE

Welcome **LuAnn Yanna**. You are logged in.
Your Current Group:Assistant. Tuesday, March 24, 2009

Create Hire Adjunct

Proposed Classification | Employee Information | **Job Information** | Job Duties | Comments

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Job Information

* Total Salary (whole dollar form): \$600.00

* Number of Installments: 2

* Installment dates: 03/31/2009 and 05/31/2009

* Fund #: 111111

* Org #: 111111

* Account #: 111111

* Department: Dept of Biology

* Departmental User(s) with Access:

Not Selected	Selected
Adams, John	No Response
Anderson, Scott	
Barnett, Andro	
Beckner, Scott	
Benedict, Dow	
Bennett, Sandra	
Berenschol, Denis	
Best, Jason	

* Immediate Supervisor: Supervisor

* Term Code: Spring

* Start Date: 01/12/2009 MM/DD/YYYY -or- MM-DD-YYYY

* Term Code: Spring

* Start Date: 01/12/2009 MM/DD/YYYY -or- MM-DD-YYYY

* End Date: 05/17/2009 MM/DD/YYYY -or- MM-DD-YYYY

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>
SAVE AND STAY ON THIS PAGE

CANCEL | PREVIEW ACTION

Click on "Continue to Next Page".

This is where the teaching assignments and other information are entered.

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WELCOME LUANN YANNA. YOU ARE LOGGED IN. FRIDAY, OCTOBER 24, 2008
YOUR CURRENT GROUP: ASSISTANT.

Create Hire Adjunct

Proposed Classification | Employee Information | Job Information | Job Duties | Comments

To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries
No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

SAVE AND STAY ON THIS PAGE

CANCEL **PREVIEW ACTION**

SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES

Click on “Add New Entry” and a text box will appear.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

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WELCOME LUANN YANNA. YOU ARE LOGGED IN. FRIDAY, OCTOBER 24, 2008
YOUR CURRENT GROUP: ASSISTANT.

Create Hire Adjunct

Proposed Classification | Employee Information | Job Information | Job Duties | Comments

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

Existing Entries
No Records Found

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

Duty:

ADD ENTRY

CANCEL

SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES

Information can be typed in or cut and pasted from another document. Click on “Add Entry”. As many entries as necessary can be added.

CREATE POSTING
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SHEPHERD UNIVERSITY
 OFFICE OF HUMAN RESOURCES

Create Hire Adjunct

Proposed Classification | Employee Information | Job Information | Job Duties | **Comments**

✓ The entry has been added.

To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

ADD NEW ENTRY

Existing Entries

1 Record

Duty:

Enter the teaching assignment in this space. Include index number, course number, section, course title and credits.

[View](#) | [Edit](#)
[Delete](#)

ADD NEW ENTRY

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL
PREVIEW ACTION

When you are done adding entries, if you click on the “Comments” tab the following screen will appear. Add comments if desired. (Please remember that all comments will forever remain a part of the document and can be viewed by everyone with access to the system including, potentially, the employee.)

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SHEPHERD UNIVERSITY
 OFFICE OF HUMAN RESOURCES

Welcome LuAnn Yanna. You are logged in. Friday, October 24, 2008
 Your Current Group: Assistant.

Create Hire Adjunct

Proposed Classification | Employee Information | Job Information | Job Duties | **Comments**

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Supervisor Comments:	
Dept Chair Comments:	
Director/Dean Comments:	
General Counsel Comments:	
HR Comments:	
Payroll Comments:	
President Comments:	
VP Finance Comments:	
VP/Executive Officer Comments:	

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Click on “Continue to Next Page” and the screen on the following page will appear.

Review the information. If you need to edit, click on the “Edit” link just above the heading “Action Status”.



Applicant Tracking, Position Description, and Performance Management System

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SEARCH HIRING PROPOSALS

CREATE POSTING

FROM POSITION

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ADMIN

HOME

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

Welcome LuAnn Yanna. You are logged in.
Your Current Group: Assistant.

Tuesday, March 24, 2009

View Hire Adjunct Summary

To change the status of this action, choose from the statuses below:

[Edit](#)
 [Printer-Friendly Version](#)

Action Status

Save
 Save Action Without Submitting
 Submit Action to Dept Chair

CANCEL
CONTINUE

Employee Information

Employee Information	
Job Title:	ADJUNCT BIOLOGY
Action Number: <small>(Will be assigned upon first saving position)</small>	
If Full-time Faculty at Shepherd, list full-time title:	N/A
Employee Last Name: <small>(Legal name as appears on Social Security Card)</small>	Doe
Employee First Name: <small>(Legal name as appears on Social Security Card)</small>	John
Employee Middle Initial: <small>(Leave blank if does not apply)</small>	
Employee SSN:	111-11-1111
Employee Address (Street):	Any Street
Employee Address (Street):	Any Street
Employee Address (City):	Anytown
Employee Address (State):	WV
Employee Address (Zip Code):	11111
Employee Address (County):	
Employee's main contact phone number: <small>(Format: xxx-xxx-xxxx)</small>	111-111-1111
Employee ID number:	
Employee Gender:	Male
Hispanic or Latino?	No
Race Category: <small>(If no was selected in the previous question)</small>	Native Hawaiian or Other Pacific Islander
Employee Date of Birth:	08/01/1967
Highest degree:	Doctoral Degree
Work Eligibility:	Citizen or National of the United States
If other, explain:	
Where earned?	University

Job Information

Job Information	
Total Salary (whole dollar form):	\$600.00
Number of Installments:	2
Installment dates:	03/31/2009 and 05/31/2009
Fund #:	111111

<p>CREATE POSTING</p> <p>FROM POSITION</p> <p>POSITION DESCRIPTIONS</p> <p>BEGIN NEW ACTION</p> <p>SEARCH ACTIONS</p> <p>PENDING ACTIONS</p> <p>ADMIN</p> <p>HOME</p> <p>CHANGE PASSWORD</p> <p>CHANGE USER TYPE</p> <p>LOGOUT</p> <hr/> <p>SHEPHERD UNIVERSITY</p> <ul style="list-style-type: none"> OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE <hr/> <p>SHEPHERD UNIVERSITY</p> <ul style="list-style-type: none"> OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE 	Fund #:	111111
	Org #:	111111
	Account #:	111111
	Department:	Dept of Biology
	Departmental User(s) with Access:	Simpson, Phillip
	Immediate Supervisor:	Supervisor
	Term Code:	Spring
	Start Date:	01/12/2009
	End Date:	05/17/2009
	Job Duties	
	No Records Found	
	Comments	
	Supervisor Comments:	
	Dept Chair Comments:	
	Director/Dean Comments:	
General Counsel Comments:		
HR Comments:		
Payroll Comments:		
President Comments:		
VP Finance Comments:		
VP/Executive Officer Comments:		
Assistant's Comments:		
Edit	Printer-Friendly Version	
Action Status		
<input checked="" type="radio"/> Save <input type="radio"/> Save Action Without Submitting <input type="radio"/> Submit Action to Dept Chair		
<input type="button" value="CANCEL"/> <input type="button" value="CONTINUE"/>		

When all of the information is correct and you are ready to move the action forward in the approval workflow, change the “Action Status” to “Submit Action to Dept Chair”. Click on “Continue” and then “Confirm”.

Rehire or Modify Adjunct

This action will be used each time an adjunct is rehired or a prior Hire Adjunct action needs to be modified.

To begin this action click on “Begin New Action” from the left hand navigation bar.

Click on “Rehire or Modify Adjunct” and a list of adjuncts will appear. You can either search by name under the heading “Search Rehires” or choose the correct person in the list and click on “Start Action”. Be sure that the department and job title are correct.

Click on the blue “Employee Information” tab which is just under the “Create Rehire or Modify Adjunct” heading and the information for that person will populate the form. Make changes, if necessary.

If this is to modify a prior Hire Adjunct action, indicate that fact in the third text field on the “Employee Information” tab. When you are done making changes on this tab, click on “Continue to Next Page”.

The information that populates on the “Job Duties” tab will be from the prior Hire Adjunct action for this person and will need to be edited for the current circumstance. When you have completed the editing the job duties, click on “Continue to Next Page”.

The information that populates on the “Job Information” tab will also be from the prior Hire Adjunct action for this person and will need to be updated. When you have completed the job information, click on “Continue to Next Page” and enter comments if appropriate.

Click on “Continue to Next Page” which will take you to a screen where you can review the information. When all of the information is correct and you are ready to move the action forward in the approval workflow, change the “Action Status” to “Submit Action to Dept Chair”. Click on “Continue” and then “Confirm”.