

## NEW HIRE PROCESS FOR ADJUNCT

- The Personal Profile form and Adjunct PAS sheet is submitted to the Business Office (Adjunct PAS is in lieu of the TAO)
- Business Office takes care of the onboarding process
- Dean and secretary are sent an e-mail when the employee is cleared by HR\*
  - \*The employee MAY NOT begin teaching when this clearance e-mail is received, this e-mail is to notify the scheduler they may now schedule the assignment
- Scheduler assigns classes in Campus Solutions
- Employee must accept the classes online in Campus Solutions and CANNOT BEGIN TEACHING UNTIL THEY ACCEPT THEIR ASSIGNMENT ON LINE