

NEW HIRE PROCESS FOR ADJUNCT

- The Personal Profile form and Adjunct/Overload PAS sheet is submitted to the Business Office (Adjunct/Overload 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 working when this clearance e-mail is received, this e-mail is to notify the scheduler they may now schedule the assignment(s)
- Scheduler enters assignment(s) in Campus Solutions
- Employee must accept the assignment(s) online in Campus Solutions and CANNOT BEGIN WORKING UNTIL THEY ACCEPT THEIR ASSIGNMENT(S) ONLINE