HOW TO PROCESS COE PT PAPERWORK

Spring 2015 Part-Time paperwork is due on **Tuesday**, **December 2**, **2014**. Please find listed below COE procedures for processing Part-Time paperwork.

A. <u>Returning/Re-appointing/Continuing Part-time Faculty Members or SPA (no break in service)</u>

- 1. If the returning/continuing Part-Time faculty member previously applied for the position on-line and there has not been a break in service, they do not need to reapply.
- Complete the current Part-time Faculty Agreement—AA-15 for each employee Part-time Faculty Agreement - AA-15. Please obtain the Chair and Part-Time Faculty member signature first. Please complete an AA-15 for each employee. The Dean will sign the form after all paperwork is delivered to the Dean's Office. After you obtain the signatures (#2), please complete the Summary of Part-Time Faculty Appointment (AA-16)
 Summary of Part-Time Faculty Appointments (AA-16).
- 3. You only complete one AA-16 and place it on top of the AA-15's. Please make sure that you complete all the columns on the form, and fill in semester totals for Credit Hours, Contact Hours, FTE and Salary (Please note below). Please make sure that you fill-in date submitted. If you need to send revised AA-16s, please fill in the date of the revised version.
- 4. An AA-21 <u>Faculty Qualifications Report (AA-21)</u> is required if they do not have a Master's Degree or teaching outside their primary field of study. You do not need to complete a new AA-21, IF the Part-Time Faculty member is teaching the exact course number, course title and description that AA approved in previous semesters. Please check and make sure you have a copy of the previous AA-21 on file. If you need to complete an AA-21, please paper clip it to the contract.
- 5. Please make sure that you ask Part-time Faculty if they are teaching in another department on-campus.
- 6. If part-time faculty only had one semester break in service, they do not need to apply again. Please call Jane to verify break in service. You will need verification when they skip fall and work spring, etc.

				Credit Hours	Contact Hours	FTE	Salary Semester Only
	Summary of Part-Time Faculty Appointment (AA-16						
SEMESTER TOTALS							

#3

Credit Hrs Taught	Hrs/Wk Effort EQUIV	Corresponding FTE
1	3	0.075
2	6	0.15
3	9	0.225
4	12	0.3
5	15	0.375
6	18	0.45
7	21	0.525
8	24	0.6
9	27	0.675
10	30	0.75
11	33	0.825
12	36	0.9
13	39	0.975
>13	40	1.000

Please use this chart to complete the information on the Summary Sheet (AA-16)

B. <u>SPA Exempt and Non-Exempt Employees Hired to Teach Part-Time are not</u> required to apply on-line

SPA Exempt Employees to teach part-time (Exempt positions do not submit time records).

Please complete a contract (AA-15) Part-time Faculty Agreement - AA-15 for SPA exempt employees. Please obtain appropriate signatures and send it to the Dean's Office with your other PT paperwork. You will need to enter an EPAF for SPA exempt employees. Please make sure that you add Jared Waugh's (HR) name to the EPAF as another Departmental Approver. If the employee is from another College, make sure their Approver is also added to the EPAF. If the employee is from another Division (Business Affairs, Student Affairs, etc.) an approval email from the employee's supervisor is required (as other Divisions can't be added to EPAFs as an approver). Also remember to add a justification comment to the EPAF, i.e. work performed is outside his/her normal duties and being done outside his/her normal hours **OR** if the work is being done during normal hours, explain how he/she will make up the hours.

<u>Re-appointment of SPA Non-Exempt Employees to teach part-time (Non-Exempt must complete weekly time record).</u>

Please complete a PD-17 (below) and contract (AA-15) Part-time Faculty Agreement - AA-15 for SPA nonexempt employees. Please take only the original PD-17 to Human Resources. HR will process the form. Please attach a copy of the PD-17 to the AA-15 and send it to the Dean's Office, when you submit your other Part-Time paperwork. You do not need to enter an EPAF for the SPA non-exempt employees. They are paid from the PD-17.

Temporary Staff Employment Authorization Request

Upon completion, submit the original, signed copy of this form to Human Resources – Employment and Staffing at least 48 hours in advance of the employment date.

	PD-17		
New temporary assignment not to exceed 12 consecutive months	0	Change in Funding source	Applicant is a current permanent employee of the University.

If you employ an SPA employee (Exempt or Non-Exempt) to teach part-time or graduate assistants (paid with parttime funds), please add their name at the bottom of the AA-16.

	Summary of Part-Time Faculty Appointment (AA-16				
SEMESTER TOTALS					
	<u> </u>				

SPA									
Employee									
088-88-8888	John Doe	Μ	Y	MA	1100-097	3	3	1.00	\$3,000

The process for submitting a superseding PD-7 is located on Academic Affairs website. Please review the instructions.

Hiring New Part-Time Faculty

- Based on federal regulations, UNCC is requiring all part-time faculty to apply on-line for Part-Time Faculty positions. The Dean's Office will place the part-time ads in People Admin 7. They will be required to fill out the application (EPA Profile-Replaces the AA-33-please print and attach to other paperwork), attach current curriculum vitae (CV), and a letter of interest. Eleanor will e-mail departments guest user accounts. You will use the accounts to review and print off the paperwork for new hires. If a new part-time faculty applied on-line previously, but was not selected, they must apply again.
- 2. In the section, "Special Notes to Applicants", it will state that other documentation may be required for finalist. The other documentation required/needed include the following:
 - Criminal Background Check Form (CBC)-Please complete ASAP. The department will fax the form to David Williams, AA. The fax number is listed on the form. You will receive an e-mail confirmation form David that the criminal background check came back clear. Please attach David's e-mail confirmation to the original CBC. Please send the original copy with the new hire paperwork to the Dean's Office. Please <u>PAPER CLIP</u> all paperwork together for each individual hire (Ex. If you hire John Doe, please paper clip the contract, EPA Profile, CV, letter of interest, AA-15, AA-21 if needed, CBC, letters of recommendation and AA-34 together-in one stack).
 - Three letters of recommendation

• <u>Official Transcript</u> of highest earned degree. Please ask the new hire to send the transcript to the Chair of the Department. If the highest earned degree is from an institution outside the United States, an Academic Equivalency Evaluation is also required. Trustforte is the recommended company to use for these.

When obtaining electronic transcripts Academic Affairs will need the <u>Transcript Link</u> and <u>password</u> emails. These may be sent in 2 separate emails. There may be a limited number of times this document can be accessed. An official electronic transcript should be transmitted directly from the issuing institution to the hiring department. Please have the Department Chair forward those emails to Eleanor Stafford, who will forward the emails to Academic Affairs.

- 3. The department will complete the following forms:
 - Part-time Faculty Agreement—AA-15 for each employee Part-time Faculty Agreement AA-15. Please obtain the Chair and Part-Time Faculty member signature first. Please complete an AA-15 for each employee. The Dean will sign the form after all the paperwork is delivered to the Dean's Office.
 - AA-21 <u>Faculty Qualifications Report (AA-21)</u> (The Chair will only complete this form, if the new hire is teaching outside their discipline or they do not have a Master's Degree from undergraduate courses or a PhD to teach graduate courses.
 - AA-34 <u>Verification of Credentials for Faculty</u>. Please make sure that all three sections are completed. If the form is missing information I will return it to the department.

IMPORTANT: Please make sure that you have a profile, contract, vita, letter of interest, and at least one letter of recommendation before you send the paperwork to the Dean's Office. <u>Upon receipt of other paperwork, please forward it to Eleanor as soon as possible.</u> Please ask them to send their official transcript to the Department Chair/Program Director as soon as possible. Please do not send Eleanor copies of transcripts, or transcripts issued to students (stamped or typed on transcript). They are not accepted by AA.

IMPORTANT: I-9 and E-Verify Employment Verification—VERY IMPORTANT

UNC Charlotte participates in the E-Verify Program as administered by the US Department of Homeland Security. As a result, the University provides the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm US work authorization. Please make sure that you emphasize paragraph #3 on the part-timer contract. As required by federal law, prior to or on the first date of employment, Faculty Member must complete Section I of the I-9. Within three days of the first day of employment, Faculty member must provide acceptable documentation of identity and eligibility to work in the United States consistent with the federal and state government's regulations. Please ask the new hire to go to HR ASAP. Here is a link to start the I-9 process Electronic I-9 Verification Form (opens in new window).

You may complete the EPAFs for each part-time faculty member, however, please leave them in the QUE. Eleanor will notify the departments (after reviewing the paperwork and obtaining signatures), when to send her the EPAFs.

HOW TO PREPARE THE EPAF

Name and ID:	First Name, 800XXXXXX	Job and Suffix:	EPTF50-XX, Part Time Lecturer
Transaction:	XXXXX	Query Date:	Jan 01, 2015
Transaction Status	: Pending	Last Paid Date:	
Approval Category:	Hire Part Time Faculty, E50PTF		

*- indicates a required field.

Employee Information

Enter Changes	Current Value	New Value
Employee Class Code: *	50, EPA Temporary	50, EPA Temporary
Home COAS: \star	1	1
Home Organization: 🗚	XXXXX, Dept	XXXXX, Department
Employee Status: 🗱	Active	Active
Current Hire Date:		01/07/2015

Create Assignment, EPTF50-22 Part Time Lecturer, Last Paid Date: Oct 15,2013

Enter Changes	Current Value	New Value
Job Begin Date:	09/01/2013	01/01/2015
Contract Type: \star	Primary	Primary
Jobs Effective Date:	09/01/2013	01/01/2015
Personnel Date:	08/19/2013	01/07/2015
Title: \star	Part Time Lecture	erPart Time Lecturer
Job Status: \star	Active	Active
Step: \star	0	0
Annual Salary: \star	XXXX	\$
Factor: 🗱	8	10
Pays: 🗱	8	10
Timesheet Orgn: 🗱	XXXXX	XXXXX

E102

Assignment End Date, EPTF50-22 Part Time Lecturer, Last Paid Date: Oct 15,2013

Enter Changes	Current Value	New Value
Jobs Effective Date:	09/01/2013	05/31/2015
Personnel Date:	08/19/2013	05/14/2015
Job Status: \star	Active	Terminated
Job Change Reason: 🗚	E102	E103

Funding Source, EPTF50-22 Part Time Lecturer, Last Paid Date: Oct 15,2013

Current Effective Date: 01/01/2014											
_		Fund			Progra m	Activi ty		Proje ct			Encumbran ce Override End Date
1	101XX X	101XX X	ххххх	91320 0	XXXXX					100.00	

New											
Effec	tive Da	te: 01/0	01/2014								
СОА	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	t Encu Over Date
1	101XXX	101XXX	xxxxx	913200	XXXXX					100.00)

Routing Queue				
Approval Level	Name	Required Action	Queue Status	Action Date
Payroll, 1	Patricia Rann Bailey, PRBAILEY	FYI	FYI	
Department, 45	(Your College Budget Manager's Name)	Approve	Approved	
Academic Affairs, 60	Euthelda F Hamilton, FRHAMILT	Approve	Approved	
Fund Approval, 65	Euthelda F Hamilton, FRHAMILT	Approve	Approved	
Human Resources, 90	. Appworx, BANWORX	Apply	Applied	

Please add Jared Waugh's name to the EPAF, if you hire SPA exempt employees.

Comments

Date:03:54:04 PMMade by:Name of Person submitting CommentsComments:Will be teaching CLAS 1100 - H03,