Instructions for Creating Adjunct Faculty Personnels Using WebDFS

1. When you create the document, use the regular short title for the position, but use "L A" for the position number and occurrence, like a lump sum position for example 552 INST L A.
2. On the Employee Information page:
   a. Select "Adjunct" for the Payroll Status

Employment History	Employment History Date	Payroll Status	UGA % Time	Wage Type
⌄		Adjunct ⌄		Exempt ⌄

3. On the Filled Position:
   a. Leave the Position Percent Time blank
   b. If you want to make the appointment continue for more than one year, you can use a future Appointment End Date (for example 06/30/2030). If you do this you will need to leave contract code blank. To continue appointment indefinitely, please add "No appointment end date" to the Remarks section (please see example below).
   c. Select a Contract Code unless the appointment dates are outside of the current fiscal year contract dates. **All Adjunct Personnels should be "Monthly" Pay Type.**
   d. Key in the appropriate Job Class code for the adjunct position.
   e. Key in Faculty Rank for the adjunct position.
   f. Leave Salary Begin Date, Salary End Date and Salary Amount blank
4. On the Payroll Authorization page:
   a. Key in an account and object code.
   b. Key in a From Date and To Date, but leave Rate blank.
5. Do NOT go to the Budget Amendment page - no budget amendment is required for this document.
6. On the Reason Code page, use reason code Q with an explanation of "Adjunct Position".
7. When you are finished with the document, validate it.
   a. If you get a validation error "Unable to find the alternative contract code based on position with paytype" call the WebDFS support line at 706-542-6763 and the DFS team will set the contract code to A or N based on the pay type.
8. After you have validated the document and marked it finished then it can be submitted into Electronic Approval.

Sample Document of Adjunct Faculty personnel

EMPLOYEE PERSONNEL REPORT — UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
552590129	1 of 1	10/20/2010	11	7065422802	

UGA EMPLOYMENT HISTORY
☑ (C) CURRENT ☐ (P) PREVIOUS
DATE //

PAY TYPE M

DEPARTMENT / PROJECT	PRI DEPT	HIGH DEGREE	INSTITUTION	YEAR
DEPARTMENTAL FINANCIAL SYSTEMS	552	PHD		

UGA % TIME	ACTION MO DA YR
0|000	08/01/2010

SOC. SEC. NUM.	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/ INITIAL	SUFFIX
XXX-XX-0371	SUH	N		

☑ (6) ADJUNCT
☑ (E) EXEMPT ☐ (N) NON-EXEMPT ☐ (T) TIPPED
☐ (M) MALE ☐ (S) SINGLE ☑ (Y) FACULTY RANK 55035
☑ (F) FEMALE ☑ (M) MARRIED ☐ (N) NON-FACULTY
☐ HISPANIC OR LATINO/A

HOME STREET OR ROUTE NO. (LINE 1)	NON-WORK PHONE	BIRTH DATE	SPOUSE'S NAME	CHAIR
111 COLLEGE AVENUE				

HOME STREET OR ROUTE NO. (LINE 2)	UNIVERSITY PHONE	CITIZEN OF	I-9	VISA	COUNTY
	7065423737	United States	Y		

☐ WHITE ☐ AFRICAN AMERICAN ☐ ASIAN
☐ AMERICAN INDIAN/ALASKA NATIVE ☐ NATIVE HAWAIIAN/OTH PAC ISLA

HOME CITY	STATE	ZIP + 4	UNIVERSITY BLDG. NAME	BLDG NO/FLOOR/RM
ATHENS	GA	30601	BALDWIN HALL	0050 / / 0G12

FOR PAYROLL DEPT USE ONLY

FED EXM	STATE EXM	OASDI ____ RETIRE ____ GDCP ____ COUNTY MONEY (PER PAY PERIOD)
		HI ____ EIC ____ ____ ____ __

COOP. EXT. EMPLOYEES ONLY
UGA SALARY __
COUNTY MONEY __
TOTAL __

PAYROLL PAYMENT DISTRIBUTION
☑ (1) DEPARTMENT DISTRIBUTION CODE 509

TRX	HOME DEPT	SHORT TITLE	POSN NO.	APPT. BEGIN MO DA YR HR	APPT. END MO DA YR HR	JOB CLASS CODE	POSITION TITLE	POS % TIME	C N	FULL TIME ANNUAL SALARY	S C	SUPPLEMENT AMOUNT
	552	INST	L A	08|01|10 0|0	06|30|30 0|0	55035	ADJUNCT INSTRUCTOR	0|00000				

PAYROLL AUTHORIZATION

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT BUDGET		
	552	INST	L A	1064GA552000			
			TOTALS				

	MO DA YR HR
FROM	
THRU	08|01|10 0|0
AMOUNT PER PAY PERIOD / HOURLY RATE	06|30|30 8|0

REASON CODES
(Q) Other ADJUNCT POSITION

Notes in Remarks Section:
If end date requested, please include, "End date = XX/XX/XXXX"
If no end date, please include, "No appointment end date"