

Instructions for Creating Adjunct 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 Post Doc Research Fellow Adjunct would use position552 PSTDAL 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
<input type="text"/>	<input type="text"/>	Adjunct	<input type="text"/>	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/XXXX). 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.
 - d. Key in the appropriate Job Class code for the adjunct position. (PSTDA should have job class code 22092)
 - e. PSTDA does not have 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 personnel](#)

027590002 1 of 1 04/05/2010 10 7065422802 (C) CURRENT (P) PREVIOUS DATE //

DEPARTMENT / PROJECT		PRI DEPT	HIGH DEGREE	INSTITUTION	YEAR
BUDGET DEPARTMENT		001			
SOC. SEC. NUM.	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/ INITIAL	SUFFIX	
XXX-XX-5555	CLEAVER	BEAVER			
HOME STREET OR ROUTE NO. (LINE 1)		NON-WORK PHONE	BIRTH DATE	SPOUSE'S NAME	CHAIR
555 MAIN STREET					
HOME STREET OR ROUTE NO. (LINE 2)		UNIVERSITY PHONE	CITIZEN OF	I-9	VISA
		7065422802	United States		
HOME CITY	STATE	ZIP + 4	UNIVERSITY BLDG. NAME	BLDG NO/FLOOR/RM	
ATHENS	GA	30602	HODGSON OIL BLDG	0019 / / STRU	

- (6) ADJUNCT
- (E) EXEMPT (N) NON-EXEMPT
- (M) MALE (S) SINGLE
- (F) FEMALE (M) MARRIED
- HISPANIC OR LATINO/A
- WHITE AFRICAN AMERICAN
- AMERICAN INDIAN/ALASKA NATIVE

FOR PAYROLL DEPT USE ONLY

FED EXM	STATE EXM	OASDI	RETIRE	GDCP	COUNTY MONEY (PER PAY PERIOD)	COOP. EXT. EMPLOYEES ONLY	PAYROLL PAYMENT
						UGA SALARY	<input checked="" type="checkbox"/> (1) DEPARTMENT
		HI	EIC			COUNTY MONEY	
						TOTAL	

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
	552	PSTDA	LA	08 17 09 0 0	05 08 10 8 0	22092	PSTDOC RESEARCH FELLOW ADJUNCT	0 00000		

PAYROLL AUTHORIZATION

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	BUDGET	FROM THRU	AMOUNT PER PAY PERIOD / HOURLY RATE	MO DA YR HR
	552	PSTDA	LA	1064GA552000					08 17 09 0 0 05 07 10 8 0
TOTALS									

REASON CODES

(Q) Other POST DOC RESEARCH FELLOW ADJUNCT