



CONTRACT/PAYROLL INFORMATION

CONTRACTS

Adjunct Faculty Letter of Intent

An *Adjunct Faculty Letter of Intent* notifies a prospective adjunct faculty member of the College's intent to offer employment pending sufficient enrollment and/or other administrative considerations. The decision on the number of courses assigned will be made within seven working days from the published first day of class. After the number of courses to be assigned is finalized, the institution will extend a formal adjunct faculty employment contract no later than ten working days after the published last day to add a class.

The Academic Deans are responsible for ensuring that all *Letters of Intent* are signed and executed prior to the first official class meeting date. Each Academic Dean has been given authority by the president to extend *Letters of Intent* to adjunct faculty. Division offices are to forward all completed *Letters of Intent* to the office of Evening Services as specified on the *Annual Adjunct Faculty Contract/Staffing Timeline*.

Due to enrollment or other administrative considerations, a signed *Letter of Intent* may be changed to reflect actual classes assigned and/or compensation.

Adjunct Faculty Contract

After the number of courses to be assigned is finalized, the institution will extend a formal adjunct faculty electronic employment contract using Banner no later than ten working days after the published last day to add a class. It is the responsibility of the adjunct faculty member to log into the Banner computer system and acknowledge/sign their contract within the timeframe established by the College.

Dual Service Contracts

State law prohibits any regular employee from receiving paychecks from two state agencies. Thus, persons employed by another state agency, on either a full-time or regular part-time basis and employed by Northeast State receive payment for services through a dual service agreement. Prospective adjunct employees should be informed that delays in payment could result from this contractual process. The employer of record issues checks.

Adjunct Faculty Absences

As indicated in the contract, the instructor is responsible for meeting all scheduled classes. In the event an absence is unavoidable, the instructor should follow the procedure outlined below:

- A. If the absence is known in advance
 1. Make appropriate plans for class coverage
 2. Contact the Academic Dean for approval of the plan
 3. Complete and submit the *Adjunct Faculty Absentee Notification Form*
- B. If the absence is an emergency situation
 1. Contact the Academic Dean, Office of Evening and Distance Education, or Off-Campus Director to make arrangements for class notification and coverage.

2. Upon return, complete and submit the *Adjunct Faculty Absentee Notification Form*. Please see an example of the form below. Forms are available through your division secretary, off-campus directors, or the office of Evening Services.

Personnel File

Adjunct faculty personnel files and adjunct faculty contracts are maintained and processed through the office of Evening Services. Payroll information and various personnel forms (W-4, Direct Deposit forms, etc.) are available in the office of Evening Services. Changes to address, phone, etc. should be initiated in Evening Services in order to keep your contact information, payroll information and important records up-to-date. **Any required information, documentation, or payroll information must be provided within 3 days of hire to the office of Evening Services.**

Important Note: Payroll changes must be submitted by the 3rd day of the month in order to become effective on that month's payroll.

Banner User ID

As an adjunct faculty member you will be assigned a Banner (Student Information System) User ID which will be used for accessing your employee payroll records (including your direct deposit allocation). Your Banner ID is important and will be required in order to enter your student attendance verification, student final grades, class rosters and summaries, and student contact information.

Direct Deposit Allocation Stub

All employees receive direct deposit and the direct deposit allocation is accessible for viewing by logging into your Banner account and clicking on the "Employee" tab. Please see the illustration below.

The screenshot shows a web browser window displaying the Banner Employee portal for Northeast State University. The page features a navigation menu with tabs for Personal Information, Student and Financial Aid, Faculty Services, Employee (selected), and Finance. Below the menu is a search bar and a "Go" button. The main content area is titled "Employee" and lists several links: Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, and Leave Balances. A tooltip in the top right corner provides instructions on how to allow popups. The footer includes the release version "RELEASE: 7.3.2" and the logo for SUNGARD HIGHER EDUCATION. The browser's address bar shows "Internet" and the Windows taskbar at the bottom displays the time as 6:39 PM.

NORTHEAST STATE

Click this button to always allow popups on bansprod.northeaststate.edu
To let an individual popup through, press the 'Ctrl' key while clicking on a link.

We're here to get you there

Personal Information Student and Financial Aid Faculty Services **Employee** Finance

Search RETURN TO MENU SITE MAP HELP EXIT

Employee

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)
W4 information, W2 Form or T4 Form.

[Jobs Summary](#)

[Leave Balances](#)

RELEASE: 7.3.2

powered by **SUNGARD** HIGHER EDUCATION

Internet 6:39 PM