

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 position. (Example 552 PROF L A)
2. On the Filled Position:
 - a. Leave the Position Percent Time blank
 - b. Leave the Contract Code blank
 - c. Key in the appropriate Job Class code and Faculty Rank for the adjunct position
 - d. Leave Salary Begin Date, Salary End Date and Salary Amount blank
 - e. If you want to make the appointment continue indefinitely, you can use a future Appointment End Date (for example 06/30/2010).
3. 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.
4. Do NOT go to the Budget Amendment page - no budget amendment is required for this document.
5. On the Reason Code page, use reason code Q with an explanation of “Adjunct Position”.
6. When you are finished with the document, validate it. If you get a validation error “Unable to find the alternative contract code based on position with paytype of: A” 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.
7. After you have validated the document and marked it finished then it can be submitted into Electronic Approval.

Sample Document:

EMPLOYEE PERSONNEL REPORT										UNIVERSITY OF GEORGIA										
DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION					UGA EMPLOYMENT HISTORY					PAY TYPE					
552570009	1 of 1	06/28/2006	07	7065426763						<input type="checkbox"/> (C) CURRENT <input type="checkbox"/> (P) PREVIOUS DATE //					A					
DEPARTMENT / PROJECT			PRI DEPT	HIGH DEGREE	INSTITUTION			YEAR			<input type="checkbox"/> (1) REGULAR <input checked="" type="checkbox"/> (3) TEMPORARY <input type="checkbox"/> (2) UGA STUDENT					UGA % TIME ACTION MO DA YR 100/000 08/15/2006				
DEPARTMENTAL FINANCIAL SYSTEMS										552										
SOC. SEC. NUM.	LAST NAME		FIRST NAME/INITIAL			MIDDLE NAME/ INITIAL			SUFFIX			<input checked="" type="checkbox"/> (E) EXEMPT <input type="checkbox"/> (N) NON-EXEMPT <input type="checkbox"/> (T) TIPPED <input checked="" type="checkbox"/> (M) MALE <input type="checkbox"/> (S) SINGLE <input checked="" type="checkbox"/> (Y) FACULTY RANK 55035 <input type="checkbox"/> (F) FEMALE <input checked="" type="checkbox"/> (M) MARRIED <input type="checkbox"/> (N) NON-FACULTY <input checked="" type="checkbox"/> (1) WHITE <input type="checkbox"/> (3) ORIENTAL/ASIAN <input type="checkbox"/> (5) HISPANIC <input type="checkbox"/> (2) BLACK <input type="checkbox"/> (4) AMERICAN INDIAN <input type="checkbox"/> (6) MULTIRACIAL <input type="checkbox"/> (7) - NATIVE HAWAIIAN/OTH PAC ISLAND <input type="checkbox"/> (9)								
HOME STREET OR ROUTE NO. (LINE 1)			NON-WORK PHONE			BIRTH DATE			SPOUSES NAME			CHAIR								
111 COLLEGE AVENUE						01 01 1939														
HOME STREET OR ROUTE NO. (LINE 2)			UNIVERSITY PHONE			CITIZEN OF			I-9	VISA	COUNTY									
						United States														
HOME CITY		STATE	ZIP + 4	UNIVERSITY BLDG. NAME			BLDG NO/FLOOR/RM													
ATHENS		GA	30601	BUSINESS SERVICES			0110 / / 0B22													
FOR PAYROLL DEPT USE ONLY										COOP. EXT. EMPLOYEES ONLY					PAYROLL PAYMENT DISTRIBUTION					
FED EBM	STATE EBM		OASDI	RETIRE	GDCP	COUNTY MONEY (PER PAY PERIOD)				UGA SALARY -- <input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE 100 COUNTY MONEY -- TOTAL --										
			HI	EIC																
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	PROF	LA	08 15 06 0 0	05 09 10 8 0	55035	ADJUNCT INSTRUCTOR				0 00000									
PAYROLL AUTHORIZATION																				
TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT BUDGET		FROM THRU	MO DA YR HR												
	552	PROF	LA	1064GA552000			AMOUNT PER PAY PERIOD / HOURLY RATE	08 15 06 0 0 05 07 10 8 0												
TOTALS																				
REASON CODES																				
(G) Other ADJUNCT POSITION																				