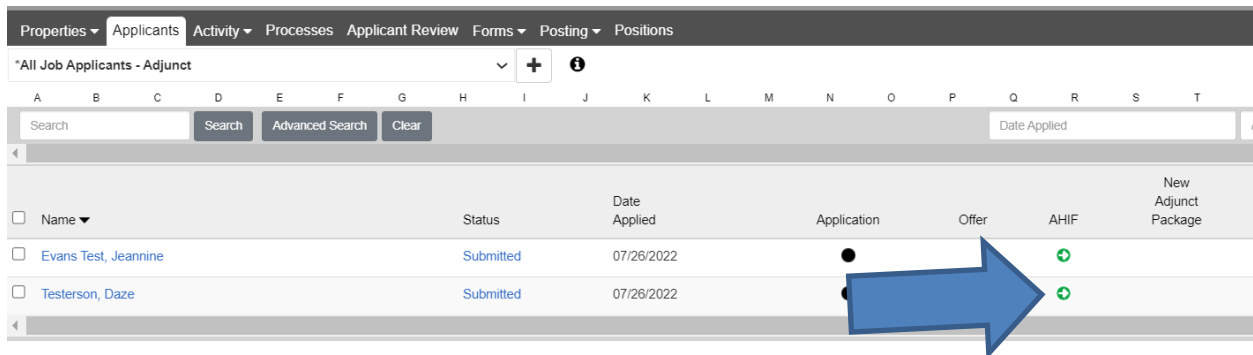


ADJUNCT ONBOARDING GUIDE FOR HIRING MANAGERS

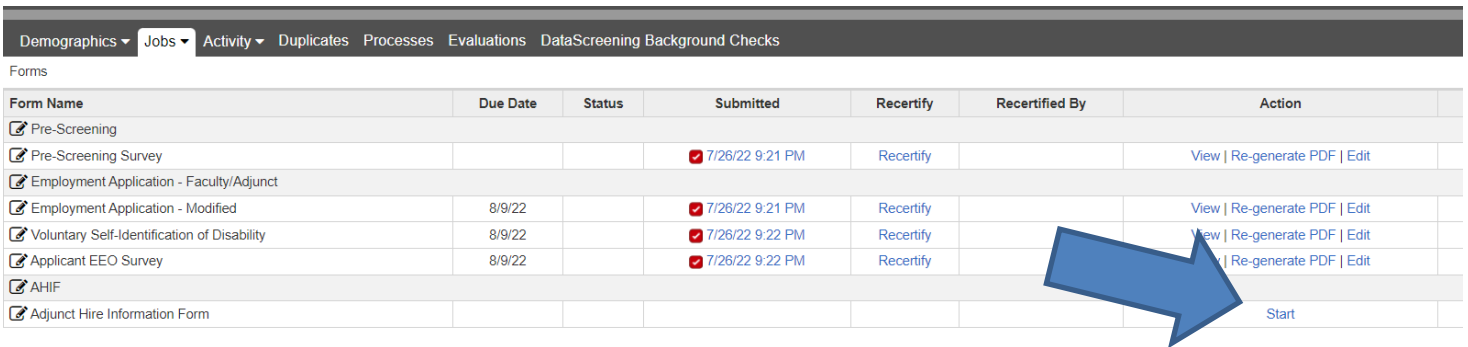
To initiate the onboarding process for new Adjunct Faculty, Hiring Managers must complete the Adjunct Hire Information Form (AHIF) in HireTouch.

1. In HireTouch, navigate to your job posting. Click on the “Applicants” Tab.
2. To select the applicant to receive the Adjunct Onboarding information, click the Green Arrow under AHIF:



Properties ▾ Applicants Activity ▾ Processes Applicant Review Forms ▾ Posting ▾ Positions																			
*All Job Applicants - Adjunct																			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Search																	Date Applied		
<input type="checkbox"/>	Name ▾	Status	Date Applied	Application	Offer	AHIF	New Adjunct Package												
<input type="checkbox"/>	Evans Test, Jeannine	Submitted	07/26/2022	●		➔													
<input type="checkbox"/>	Testerson, Daze	Submitted	07/26/2022	●		➔													

3. Then click “Start”



Demographics ▾ Jobs ▾ Activity ▾ Duplicates Processes Evaluations DataScreening Background Checks						
Forms						
Form Name	Due Date	Status	Submitted	Recertify	Recertified By	Action
<input checked="" type="checkbox"/> Pre-Screening						
<input checked="" type="checkbox"/> Pre-Screening Survey			7/26/22 9:21 PM	Recertify		View Re-generate PDF Edit
<input checked="" type="checkbox"/> Employment Application - Faculty/Adjunct						
<input checked="" type="checkbox"/> Employment Application - Modified	8/9/22		7/26/22 9:21 PM	Recertify		View Re-generate PDF Edit
<input checked="" type="checkbox"/> Voluntary Self-Identification of Disability	8/9/22		7/26/22 9:22 PM	Recertify		View Re-generate PDF Edit
<input checked="" type="checkbox"/> Applicant EEO Survey	8/9/22		7/26/22 9:22 PM	Recertify		View Re-generate PDF Edit
<input checked="" type="checkbox"/> AHIF						
<input checked="" type="checkbox"/> Adjunct Hire Information Form						Start

4. Complete the Adjunct Hire Information Form.

Important: Read the information, check the button, type your name and click “Submit”.

Section 2: Form Purpose

The purpose of the Adjunct Hire Inform Form (AHIF) form is to alert Human Resources of your intent to hire this Adjunct. The Adjunct will receive instructions on how to complete their electronic onboarding packet. Once the new hire completes the packet, Human Resources will assign a Banner ID (855 number).

You will be notified when the 855 number is assigned. At that time, please follow the standard process to assign teaching courses and credit compensation for Adjuncts using the FLM system.

Click [here](#) to view the FLM user guide.

I have read the above statement and I understand that I must follow the remaining Adjunct process as outlined in the FLM user guide.

Yes
 No

Hiring Manager Name

By submitting the AHIF form, the Adjunct will receive an email advising them to login to HireTouch to complete the

electronic onboarding package (sample email below).

William Paterson University Onboarding Information

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Jeannine Evans Test,

Welcome to William Paterson University!

This email contains your new hire packet of information for Adjunct Faculty and Part-Time Instructors

PLEASE COMPLETE THE STEPS IN ORDER

Step 1:

Log into your applicant portal account ([here](#)) to complete the following forms on your profile:

- Personal Information Form - Adjunct
- Work Related Injury or Diagnosis of an Occupational Disease Reporting Procedures form
- Adjunct and Part Time Pension Enrollment Form - for this form, you will need to download the Adjunct and Part Time Instructor Pension Form attached to this email, complete it, save it to your device and then you will upload that completed form in the Adjunct and Part Time Enrollment Form
- Policies for Adjunct and PT Instructors form
- Adjunct Official Transcript Upload form - you will need to upload an official transcript in this form

Step 2: Form I-9 (must be completed before moving to Step 3)

Please note this must be completed within 5 days of your hire date, failure to do so will delay your employment start date.

- You must upload your acceptable documents to EmpForce (see attached instructions)
- Please check your email for a message from pdf@talent@empforce.com to complete the I-9 form electronically. If you do not receive the email, please check your spam folder. See attachment for the List of Acceptable Documents required to complete the I-9.
- Note that it is mandatory that Human Resources views the uploaded documents. Email humanresources@wpunj.edu to schedule a time to present your documentation.

Step 3: (only after both Section 1 and Section 2 of the Form I-9 are completed)

When all sections of the I-9 Form are complete, you will be granted access to the Employee Tab in WFOconnect. This access allows you to complete the **Direct Deposit** and **Federal / State Tax Forms (W4)**. You will receive a WFOconnect notification when your access has been granted. Once you receive this notification, please complete the Federal and State Tax and Direct Deposit forms as soon as possible. *If you do not submit a Federal or State Tax form deductions will be withheld from your pay check based on IRS and State regulation.*

Step 4: Background Screening request from Data Screening

All William Paterson new hires are subject to a background investigation. As part of your onboarding process you will be asked to complete a background questionnaire. Please be aware that a separate email from **William Paterson University** admission@wpunj.edu will be sent to you with instructions to initiate the process within 2 days of receipt.

If you do not receive notification from admission@wpunj.edu within 1 day from this email check your spam folder first. Contact us if you do not receive.

Upon completion of the steps above, you will receive instructions to set up your email account, parking decal and information, and obtain a University ID.

YOU MAY NOT BEGIN WORK AND WILL NOT BE PAID UNTIL THE SE STEPS ARE COMPLETED AND DOCUMENTS SUBMITTED.

Sincerely,
Human Resources

6. Once the Adjunct completes the onboarding package, the follow processes will occur:

- An email notification will be sent to the Hiring Manager alerting them to
 - i. Login to the Faculty Load Module to assign the **FLM**
 - ii. Login to EmpForce the initiate the **I9** invitation. Hiring Managers must ensure that Adjuncts complete the I9.
 - iii. Sample email:

To: Hiring Manager
From: Talent@wpunj.edu
Subject: ACTION REQUIRED: Assign FLM and initiate I9 process for Adjunct Faculty <First Name> <Last Name>

This email serves as notification that you must complete the following steps:
1. Assign the FLM for Adjunct Faculty <First Name> <Last Name>
2. Log into EmpForce to initiate the I9 process

Questions? Please contact Talent@wpunj.edu
- The Adjunct Faculty member will receive an email requesting they complete the **Background Screening**
- An IT ticket will be logged requesting an **email address** for the new Adjunct Faculty Member