



## How to Hire an Adjunct Employee

The following describes the process of hiring an Adjunct employee. All requests should be initiated at least two weeks prior to the intended start date. Human Resources sends out a communication with specific instructions for hiring Adjuncts prior to every fall and spring semester.

All paperwork generated in the selection process of the Adjunct is kept at the department level. This paperwork includes the resume, application, two letters of recommendation, and transcripts. No paperwork should be sent to Human Resources.

**Important:** Under **no** circumstance should a new hire start working for Montclair State University (MSU) until they complete an I-9 Employment Verification form (I-9) with MSU's Human Resources. If your new hire completed an I-9 with MSU's Human Resources within the last three (3) years, they may be eligible to use the I-9 that is currently on file. To confirm your new hire needs to complete a new I-9, please contact [hr@montclair.edu](mailto:hr@montclair.edu).

No new hire can be entered in Workday without completing an I-9.

All rehires that previously worked for MSU and completed their most recent I-9 three (3) or more years prior to their rehire date must complete a new I-9 and cannot be entered in Workday without completing a new I-9.

If a rehire completed their most recent I-9 less than three (3) years prior to their rehire date, they may not have to complete a new I-9. Please contact [hr@montclair.edu](mailto:hr@montclair.edu) to confirm if your rehire needs to complete a new I-9.

All I-9's are processed in Human Resources. Please refer employees to the HR website for I-9 information and for how to schedule an appointment to complete an I-9.

I-9 completion **does not** send any information to Workday. Once the I-9 is completed, the new hire or rehire and Department will receive a confirmation email from [hr@montclair.edu](mailto:hr@montclair.edu). This email indicates the department may enter the new hire or rehire in Workday.

### WHO CAN INITIATE this process?

Administrative Assistant  
Manager

### **\*DO NOT USE THIS PROCESS for the following:**

An Adjunct, Temporary, or Student employee who is currently active in Workday. Please use the Add Job process instead.

An employee classified as a Regular employee. Regular employees consist of Managerial, AFT Professional Staff, Faculty, Instructional or Clinical Specialist, and Civil Service. A Regular employee type may also be referred to as Full-time or Permanent

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- In order for a Regular employee to teach a class during the fall or spring semester, the

## Instructions

Before starting this process, scan and send the Adjunct's transcripts to the Office of the Provost with the subject line: Transcript for [Employee Name].

### Part 1: New Hire or Rehire

Determine if your hire is a new hire or a rehire.

- 1) In the Workday search bar type the employee's name and hit enter.
- 2) In the search options on the left of the page select **People**.
- 3) Look for your employee's name in the results.

If you do not find the employee in the search results, they are likely a **new hire**.

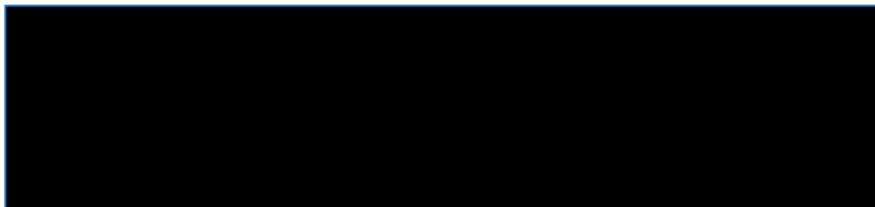
If you find the employee's name in the search results but **(Terminated)** is next to their name, they are a **rehire**.

If you find the employee's name in the search results but **(Terminated)** is not next to their name, you will need to process an **Add Additional Job** instead of a hire.

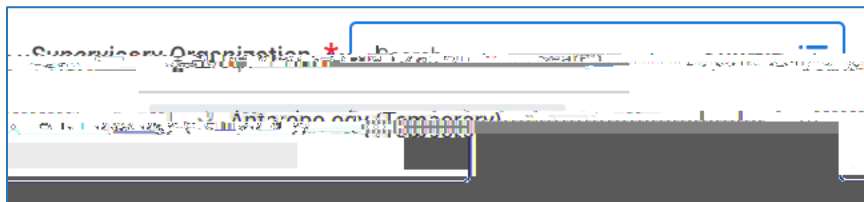
**NOTE:** On the initial step of the hire, please search for your hire's name in the **Existing Pre-hire** drop down menu. This is to ensure the person does not already have an existing Workday profile.

### Part 2: Initiate the Hire Process

- 1) Type **Hire Employee** in the Workday search bar and select the task that appears.



- 2) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word "Temporary" in the title.

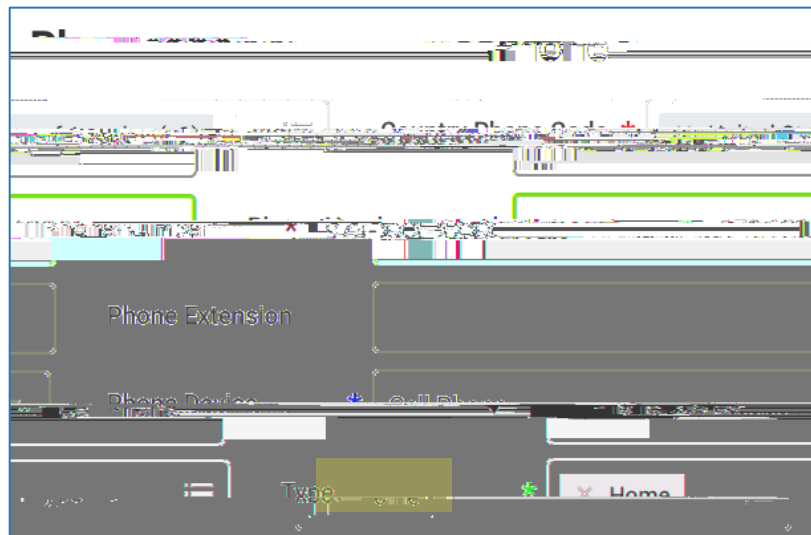


- 3) If you determine the employee is a **rehire**, search for them in the **Existing Pre-Hire** drop down menu.

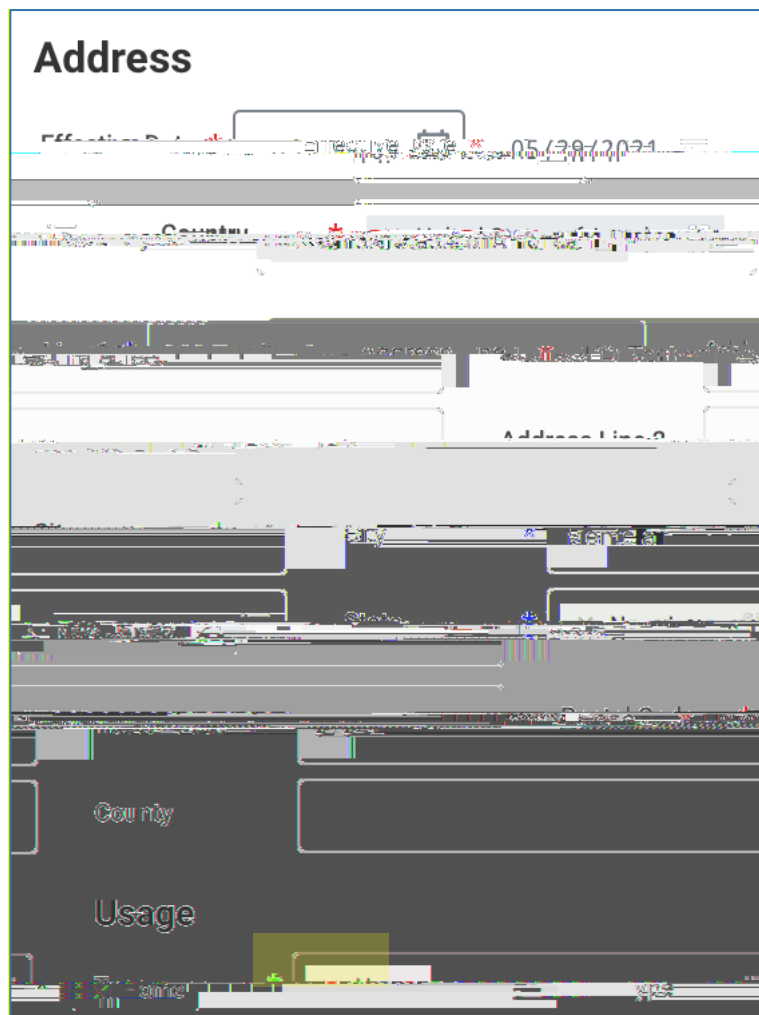
If you determine the employee is a **new hire**, please complete a secondary search in the Existing Pre-hire section of the initiation step. Type the employee's last name and hit enter. If they do not appear, they are a new hire and require the selection of "Create a New Pre-Hire". **If they do appear, then they are a rehire.**

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- 5) Click the **Add** button under **Address**. Enter the employee's home address and select **HOME** as the type address.



- 6) Click the **Add** button under **Email**. Enter the employee's personal email address and select **HOME** as the type.
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7) Click **OK** at the bottom of the page.

#### Part 4: Assignment Information

1) Fill in the fields with the following information.

**Hire Date** = Enter the actual date of the Adjunct's first day of work (i.e. start of fall or spring semester, summer session, etc.)

**Reason** = Select New Hire or Rehire

**Employee Type** = Fixed Term – Adjunct (Fixed Term)

**Job Profile** = Adjunct

**Time Type** = Part time

**Location** = Select Main Campus, 855 Valley Road, or 1515 Broad Street

**Work Space** = Search for the office location by room number. If the employee does not have their own office space then search for and select the building they work in.

**Pay Rate Type** = Don't change this field. It will automatically populate.

2)



## Part 5: Employee Hire Checklist

- 1) Click the **To Do** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.
  
  - 2) The **Adjunct Hire Checklist** step is required. By clicking **Submit** at the bottom of the
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3) Enter the following information.

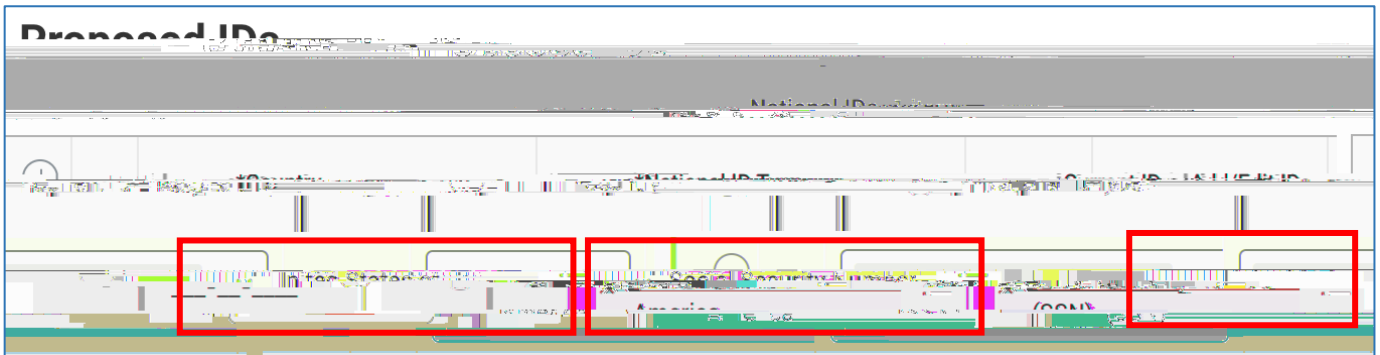
**Country** = United States of America

**National ID Type** = Social Security Number (SSN)

**Add/Edit ID** = The employee's Social Security Number. **Never enter a fake number as the SSN.**

**Do not enter any other information on this page.**

**IMPORTANT:** If you receive an error message about a duplicate government ID, **DO NOT CONTINUE.** Click the **Cancel** button at the bottom of the page and contact the Workday Customer Care for assistance (973-655-5000, option 3 or WCCSupport@montclair.edu).

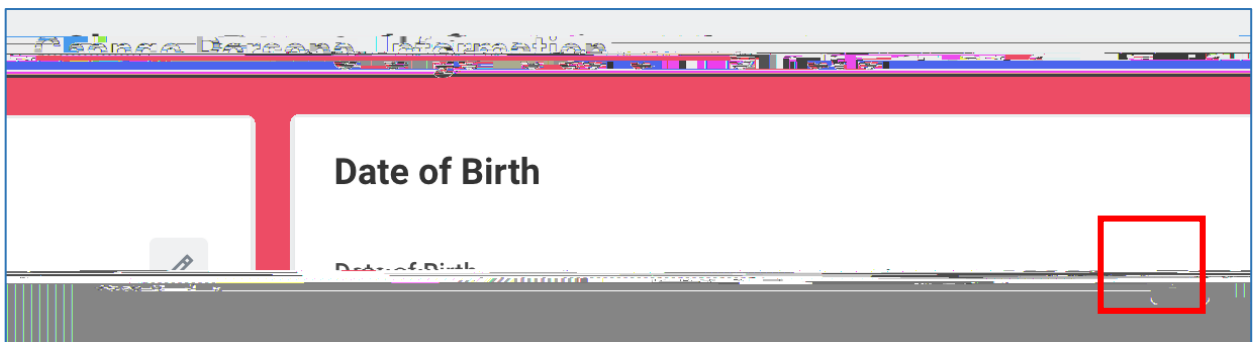


4) Click **Approve** at the bottom of the page.

5) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



6) Click on the edit icon and enter the employee's date of birth.



7) Click **Submit** at the bottom of the page.



