Adjunct New Hire On Boarding Checklist
Human Resources Responsibilities

Adjunct Name _____ **Division** _____

Semester/Date & Year: _____ Course(s): _____

On Boarding:

Adjunct Hiring Checklist and Approval Form received on _____
Actions Items:
____   Notify Division and Payroll by e-mail of approval for hire, attach scan of signed approval form within 3 business days
____   Email new adjunct welcome letter and payroll packet within 3 business days
____   Enter into New Hire log
____   Create personnel file for Adjunct

Completed payroll paperwork received on _____
Action Items:
____   Notify Division and Payroll by e-mail
____   Complete initial build into Banner
____   Route to Payroll for input into Banner
____   File payroll items returned from Payroll in personnel file (except I-9)

Signed LOA received from Adjunct
Action Items:
____   Log into LOA Tracking Data Base and HR New Hire log
____   Distribute copies to new hire and Payroll
____   File original LOA in personnel file

Both LOA and payroll paperwork returned
Action Items:
____   Run background check