Instructions for Creating Adjunct Faculty 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 for example 552 INST L A.

2. On the Employee Information page:
   a. Select “Adjunct” for the Payroll Status

   

   

<table>
<thead>
<tr>
<th>Employment History</th>
<th>Employment History Date</th>
<th>Payroll Status</th>
<th>UGA % of Time</th>
<th>Wage Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Adjunct</td>
<td></td>
<td>Exempt</td>
</tr>
</tbody>
</table>

3. On the Filled Position:
   a. Leave the Position Percent Time blank
   b. If you want to make the appointment continue for more than one year, you can use a future Appointment End Date (for example 06/30/2030). If you do this you will need to leave contract code blank. To continue appointment indefinitely, please add “No appointment end date” to the Remarks section (please see example below).
   c. Select a Contract Code unless the appointment dates are outside of the current fiscal year contract dates. **All Adjunct Personnels should be “Monthly” Pay Type.**
   d. Key in the appropriate Job Class code for the adjunct position.
   e. Key in Faculty Rank for the adjunct position.
   f. Leave Salary Begin Date, Salary End Date and Salary Amount blank

4. 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.

5. Do NOT go to the Budget Amendment page - no budget amendment is required for this document.

6. On the Reason Code page, use reason code Q with an explanation of “Adjunct Position”.

7. When you are finished with the document, validate it.
   a. If you get a validation error “Unable to find the alternative contract code based on position with paytype” 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.

8. After you have validated the document and marked it finished then it can be submitted into Electronic Approval.

Sample Document of Adjunct Faculty personnel
Notes in Remarks Section:
If end date requested, please include, “End date = XX/XX/XXXX”
If no end date, please include, “No appointment end date”