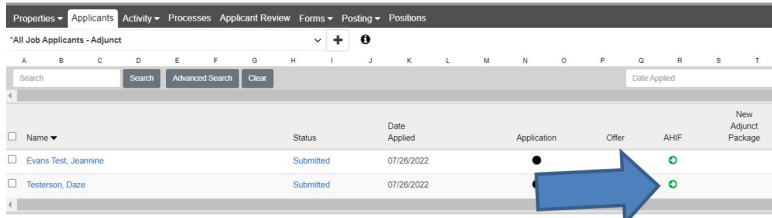


TO: Hiring Managers of Colleges and Academic Units
FROM: Jeannine Evans, Director HR Processes and Systems Quality
DATE: August 1, 2022
RE: New Electronic Onboarding process for new Adjunct Faculty

Effective immediately, Departments hiring new Adjunct Faculty must use HireTouch to initiate the onboarding process. This change was implemented to enhance and expedite the onboarding experience for both Academic Departments and new Adjunct Faculty.

***NEW* Hiring Managers must complete an Adjunct Hire Information Form (AHIF) to initiate the onboarding process:**

1. Log in to HireTouch -> Navigate to your posting -> Click the green arrow under AHIF for the Adjunct to be onboarded.



Name	Status	Date Applied	Application	Offer	AHIF	New Adjunct Package
Evans Test, Jeannine	Submitted	07/29/2022	●		➔	
Testerson, Dace	Submitted	07/29/2022			➔	

2. 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

3. By submitting this form, the Adjunct will receive an email advising them to login to HireTouch to complete the electronic onboarding package.

Please refer to this [user guide](#) and [flow chart](#) for more information.

If you have hired someone outside of HireTouch for the Fall 2022 semester, please follow the instructions below:

- Create a posting per [the template](#) to be posted in HireTouch
- Email the template to [Annette Baron](#) for review and approval
- Talent will post the posting in HireTouch and will notify you once complete
- Ask the candidate to apply to your posting through HireTouch
- Follow steps 1 - 3 above

Reminders:

- Academic Departments must assign teaching courses and credit compensation for Adjuncts using the **FLM** system. Please refer to the [FLM User Guide](#) for instructions.
- Academic Departments are responsible for initiating and ensuring completion of the **I9 form** for all new Adjunct Faculty. Questions? Contact talent@wpunj.edu.
- For help reviewing or posting a **position in HireTouch**, contact Annette Baron at barona6@wpunj.edu and talent@wpunj.edu.
- The Division of Human Resources has updated the Human Resources webpage to include the University's **COVID-19 requirements for new hires**. Visit [Newly Hired Employees](#) for details.