

Paperwork and Timeline to Hire Adjunct Faculty

New Hires - send all paperwork to PTemployment@easternct.edu

(Paperwork submitted late may result in delay of required action and payment)

Minimum Working Days Required

Action Required

No later than December 6, 2023

Send Request for [Background Check](#) – must include new hire’s resume. Once cleared by HR, then submit PTFA

No later than December 13, 2023

[Part Time Authorization Form-Lecturer](#) submitted to HR with all signatures

No later than December 13, 2023

All [onboarding paperwork](#) submitted electronically as instructed on website – HR will then distribute contract to the new hire

No later than December 20, 2023

Signed contract received by new hire along with [Dual Employment Form](#) if Needed

HR will work to enter necessary information into CORE for all adjunct faculty

By First Day of Classes (January 17, 2024)

HR provides Payroll with all necessary information

Returning Hires - send all paperwork to PTemployment@easternct.edu

(Paperwork submitted late may result in delay of required action and payment)

Minimum Working Days Required

Action Required

No later than December 13, 2023

[Part Time Authorization Form-Lecturer](#) submitted to HR with all signatures

No later than December 20, 2023

Signed contract received by new hire along with [Dual Employment Form](#) if Needed

HR will work to enter necessary information into CORE for all adjunct faculty

By First Day of Classes (January 17, 2024)

HR provides Payroll with all necessary information