

## Paperwork and Timeline to Hire Adjunct Faculty

New Hires - send all paperwork to [PTemployment@easternct.edu](mailto:PTemployment@easternct.edu)

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

### **Minimum Working Days Required**

No later than November 15, 2024

No later than November 22, 2024

No later than November 22, 2024

No later than December 6, 2024

By First Day of Classes (December 23, 2024)

### **Action Required**

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

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

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

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

HR provides Payroll with all necessary information

Returning Hires - send all paperwork to [PTemployment@easternct.edu](mailto:PTemployment@easternct.edu)

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

### **Minimum Working Days Required**

No later than November 22, 2024

No later than December 6, 2024

By First Day of Classes (December 23, 2024)

### **Action Required**

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

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

HR provides Payroll with all necessary information