

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

No later than December 13, 2024

No later than December 20, 2024

No later than December 20, 2024

No later than January 10, 2025

By First Day of Classes (January 22, 2025)

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

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

Minimum Working Days Required

No later than December 20, 2024

No later than January 10, 2025

By First Day of Classes (January 22, 2025)

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