

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 November 21, 2023

No later than December 5, 2023

No later than December 5, 2023

No later than December 12, 2023

By First Day of Classes (December 26, 2023)

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 5, 2023

No later than December 12, 2023

By First Day of Classes (December 26, 2023)

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