General Questions:

1. How do I add additional approvers on the approval list?
   a. Additional people can be added as approvers prior to any approver in the hierarchy.
   b. To add people to either list, enter Last Name in the Approver field and click on the Flashlight icon. Select the person from the results listing.
   
   **Approver Type** – HR People
   
   **Category** – Approver
   
   **For Your Notification** provides information only and the person has no approval authority.

   **Insertion Point** – The ad hoc approver will be added to the list before the name selected.

Adjuncts:

1. When can I enter Adjunct payments?
   a. Generally the semester processing for Adjunct payments begins approximately 4 – 5 weeks before the beginning of each academic semester.

2. We hired a returning Adjunct after the semester started, how can I enter his payment information?
   a. Go ahead and process his payment as you would normally. You have up until approximately 4-5 weeks before the next semester starts to enter the current semester payment information. The Payroll Retro payment process will bring the employee current as of the next pay period.

3. What should I do if I do not see the course number in the selection list for my payment entry?
   a. If the number is a valid number, please contact the Registrar’s office for verification. The list used for course numbers is updated daily from the Student Information System.

4. How do I calculate Other Work Hours per Week for courses with credit hours?
   a. If the course has credit hours listed, then the Other Work Hours per Week would only be for additional contact hours. If the course has no credit hours listed please use a calculation of 2 additional hours for each contact hour.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credit Hours</th>
<th>Other Work Hours</th>
<th>Total Work Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credit lecture – meets 5 hours per week</td>
<td>3</td>
<td>2</td>
<td>11=(3x3)+2</td>
</tr>
<tr>
<td>1 credit lab – meets 1 hour per week</td>
<td>1</td>
<td>0</td>
<td>3=3x1</td>
</tr>
<tr>
<td>0 credit lecture – meets 3 hours per week</td>
<td>0</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>4 credit lecture/lab – meets 6 hours per week</td>
<td>4</td>
<td>2</td>
<td>14=(4x3)+2</td>
</tr>
<tr>
<td>4 credit independent study – no class hours</td>
<td>4</td>
<td>0</td>
<td>12=4x3</td>
</tr>
<tr>
<td>0 credit recitation – meets 1 hour per week with no additional time for prep etc</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>0 credit studio – meets 1 hour per week with 3 hours additional prep time</td>
<td>0</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

5. How do I calculate Total Work Hours for the semester for non-course work types.
   a. Each department will need to estimate the total work hours for the semester. Many factors may impact the total work hours. Please contact your HR Services Manager for guidance.
Summer Salary:

1. How is the list of approvers determined?
   a. The first approver is the supervisor of the person entering the transaction, the second approver is the PI or Budget Head for the department number in the cost account number and then a Sponsored Programs Accounting (SPA) rep will be the final approver if the payment is on a grant or contract.

2. What is the entry amount validated against?
   a. The system will validate the calculation of the total Summer Salary contracts that have been submitted online and via paper to ensure that the employee does not exceed the percentage allowed on his/her base salary as of 6/30 of the current year.