

# R-I-T Department of Human Resources Employee Action Form

## ADJUNCT – NEW HIRE (email completed form to [hreif@rit.edu](mailto:hreif@rit.edu))

Payments to existing Adjuncts must be made using Oracle Self-Serve

Name:  
Address:  
Email:  
Phone:  
Degree of Adjunct:

<b>Former RIT Employee:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (including Temps and Student Workers)
<b>Former RIT Student:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>University ID # or Employee #:</b> <hr/> <small>(obtain from New employee)</small>

Payment for each course and/or non-course type must be listed separately

Effective Dates From:  To:

COURSE 1 - Contract Amount	# of Pay Periods	Pay Period Amount	Credit Hours	Additional Work Hours per week	
<input type="text"/>			<input type="text"/>	<input type="text"/>	
Course Title		Subject	Catalog Nbr	Section	Class Number
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number	<input type="text"/>				

COURSE 2 - Contract Amount	# of Pay Periods	Pay Period Amount	Credit Hours	Additional Work Hours per week	
<input type="text"/>			<input type="text"/>	<input type="text"/>	
Course Title		Subject	Catalog Nbr	Section	Class Number
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number	<input type="text"/>				

COURSE 3 - Contract Amount	# of Pay Periods	Pay Period Amount	Credit Hours	Additional Work Hours per week	
<input type="text"/>			<input type="text"/>	<input type="text"/>	
Course Title		Subject	Catalog Nbr	Section	Class Number
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number	<input type="text"/>				

# NON-COURSE WORK

Effective Dates

From:

To:

**Non-Course Contract Amount**

**# of Pay Periods**

**Pay Period Amount**

**Anticipated Total Work Hours per contract**

**Non-Course Type**

**Account Number**

## Calculation of work hours for courses:

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.

Example

Course Type	Credit Hours	Other Work Hours	Total Work Hours
3 credit lecture – meets 5 hours per week	3	2	$11=(3 \times 3)+2$
1 credit lab – meets 1 hour per week	1	0	$3=3 \times 1$
0 credit lecture – meets 3 hours per week with an add'l 6 hrs prep time	0	9	9
4 credit lecture/lab – meets 6 hours per week	4	2	$14=(4 \times 3)+2$
4 credit independent study – no class hours	4	0	$12=4 \times 3$
0 credit recitation – meets 1 hour per week with no additional time for prep etc	0	1	1
0 credit studio – meets 1 hour per week with 3 hours additional prep time	0	4	4

## Calculation of work hours for non-course work types:

Each department will need to estimate the total work hours for the semester or term. Many factors may impact the total work hours. Please contact your HR Services Manager for guidance.

### Approval Signatures

Completed By: Print Name		Ext.:	Date:
1 <sup>st</sup> Approval (required) Print Name/Signature Needed			Date:
2 <sup>nd</sup> Approval (optional) Print Name/Signature Needed			Date:
3 <sup>rd</sup> Approval (optional) Print Name/Signature Needed			Date:
<b>Required Signatures - Grants Only (Project #s that start with 3, A-F or P)</b>			
Principal Investigator Print Name/Signature Needed		Ext.	Date:
Accounting Representative Print Name/Signature Needed			