

R.I.T Department of Human Resources Employee Action Form

Non-Exempt Adjunct Hire

Scan and send all approved EAFs to hreaaf@rit.edu
Refer to instructions on page 2

Demographic Information

Name: _____ Phone: _____ Street : _____ City/State/Zip: _____ Email Address: _____	Current RIT Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No (including RIT Temps and Student Workers) Former RIT Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No (including RIT Temps and Student Workers) Former RIT Student: <input type="checkbox"/> Yes <input type="checkbox"/> No University ID #: (obtain from New employee)
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Assignment Information

Start Date: _____	End Date: _____
Supervisor: _____	Department: _____
Hours Per Week: _____	Non-Exempt: <input type="checkbox"/>

Salary and Accounting

Hourly Rate of Pay \$: _____	
Proportion of Salary:	
Account # _____	%
Account # _____	%

Signatures

Completed By:		Ext.:	Date:
Print Name			
1 st Approval (required)			Date:
Print Name			
2 nd Approval (optional)			Date:
Print Name			
3 rd Approval (optional)			Date:
Print Name			
Required Signatures - Grants Only (Project #s that start with 3, or any letter)			
Principal Investigator		Ext.	Date:
Print Name			
Accounting Representative			
Print Name			

For HR Use Only: Criminal Background Check Date: _____

When to use this form:

- For all Adjunct payments to existing regular RIT non-exempt staff. Please note that any hours over 40 per week are subject to overtime.
 - A paper time card must be submitted to the Payroll department with the time worked as an Adjunct
- For all regular Adjuncts that are to be paid a single hourly rate and on the bi-weekly pay schedule.
 - Hours can be submitted in Kronos
 - Can have multiple account number cost lines
- For all regular Adjuncts that are to be paid multiple hourly rates and on the bi-weekly pay schedule.
 - Hours can be submitted in Kronos for the primary rate
 - A paper time card must be submitted to the Payroll department with the time worked on the secondary job(s)

Notes:

- A student can only be hired as a non-exempt Adjunct if they have graduated or if they are part time students.