

## CFAES Human Resources Standard Operating Procedure (SOP)

<b>Task:</b>	<b>Lecturer Hire-Internal Exempt Employees</b>		
<b>Revision Date:</b>	11/17/2017	<b>SOP Reference #</b>	1C
<b>Definitions and Attachments</b>	<p><b>Lecturer Request Form</b> -Form used by chair/dept head/leader to request a person to be hired as an employee. This form shows personal information, classes to be taught, dept, total credit hours, total contact hours, rate of pay, etc.</p> <p><b>Lecturer Hire Checklist</b>-This tool functions as a quick visual aid to determine where in the process the hire is and what items still need to be completed. This tool should be utilized from start to finish in this process.</p>		
<b>Responsibility:</b>	HR Associate, HR Final Approver, Service Center		
<b>Frequency:</b>	Fall, Spring, Summer Semester	<b>Timing:</b>	Every Session or Semester
<b>Process Steps:</b>	<ol style="list-style-type: none"> <li>1. 10 weeks prior to to the semester start, send communication to Chairs/Dept. Heads/Leaders , that lecturer information is due to HR Associate 6 weeks prior to the semester start. (see attached Lecturer Request Form or LRF)</li> <li>2. LRF is returned to HR Associate. HR Associate checks to see that fiscal has signed off and checks current annual salary in PeopleSoft to calculate semester pay.             <ol style="list-style-type: none"> <li>a. Check to make sure candidates home department supervisor approves.</li> </ol> </li> <li>3. Send the LRF (corrected) to Chair/Dept. Head/Leader for signature via Docusign.</li> <li>4. Signed LRF is returned to HR Associate. No appointment is created for internal employees. They will be paid through supplemental compensation.</li> <li>5. HR Associate creates a draft letter of offer (LOO) for lecturer via docusign to be signed off on by the hiring department and a copy sent to the home department (Different than Lecturer Hire Template).</li> <li>6. HR Associate creates an Additional Pay HRA and does the following:             <ol style="list-style-type: none"> <li>a. Add comments related to supplemental compensation request</li> <li>b. Attach resume (if new to lecturing) for review, signed LRF, and <b>DRAFT</b> LOO.                 <ol style="list-style-type: none"> <li>i. Draft LOO indicates the amount to be paid for the semester and over how many months, teaching assignment, and other semester details (session dates or semester start dates).</li> <li>ii. Has hiring department's signature</li> </ol> </li> </ol> </li> <li>7. Final Approver receives Hire HRA. Final Approver AdHocs fiscal officer, Senior Associate Dean, and Compensation Manager.</li> <li>8. AdHocs approve.</li> <li>9. HR Associates initials the Draft LOO in Docusign, which sends the LOO to candidate.</li> <li>10. Signed LOO is returned to the HR Associate via Docusign. HR Associate downloads LOO from Docusign to shared drive and attaches signed LOO to HRA and Final Approver approves.</li> <li>11. HR Associate uploads signed LOO and Resume/CV to Onbase.</li> </ol>		