

## PROCESSING CHECKLIST EMERGENCY HIRE\* ADJUNCT FACULTY

**\*"An EMERGENCY HIRE is defined as same day or next day hire, required due to unforeseen circumstances beyond Department Chair's control. Any hire beyond two day's notice must use the usual PT hiring process.**

Candidate Name \_\_\_\_\_ College \_\_\_\_\_

Hiring Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**NOTE: SCH Adjunct Faculty Workload Guidelines** - Adjunct faculty may teach a total of 10.5 equated hours during the Fall, Spring, & Summer semesters. Fall semester includes regular, Second Start, & Christmas mini-term. Spring semester includes regular, second start, & May mini-term. Summer semester includes all variations - first five or six weeks, second five or six weeks, 10 weeks, 11 weeks, etc. On an exception basis, adjunct may teach up to 12 equated hours in non-consecutive semesters. Consecutive semesters are Fall to Spring, Spring to Summer, & Summer to Fall.

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| <p><input type="checkbox"/> <b>Send Alert Email to Emergency Hire Inbox</b><br/><input type="checkbox"/> <a href="mailto:HR.EmergencyHire@hccs.edu">HR.EmergencyHire@hccs.edu</a><br/><input type="checkbox"/> Include name of hire, job title, college, Dept. Chair name &amp; phone number, course subject &amp; number w/CRN for each class &amp; reason for emergency hire</p> <p><input type="checkbox"/> <b>Send Email to Employee Records for Fingerprinting</b><br/><input type="checkbox"/> <a href="mailto:EmployeeRecords@hccs.edu">EmployeeRecords@hccs.edu</a><br/><input type="checkbox"/> Include the following information: Employee's legal name, DOB, employee's email address and the anticipated start date<br/><b>Note:</b> Employee Records will run an initial Criminal Background Check in order to process ER paperwork, but the employee will have five (5) days to get fingerprinted</p> <p><input type="checkbox"/> <b>Assemble <u>necessary</u> document packet</b> (This Checklist)<br/><input type="checkbox"/> Make copies of "necessary" documents (Dept keeps copies and sends original documents.) <b>NOTE:</b> Send <b>ORIGINAL</b> documents in ER Packet <i>except</i> for PTR. Once PTR is signed by all parties, send original to Employee Records with note stating "This PTR replaces the copy submitted in the ER packet."<br/><input type="checkbox"/> Attach copy of emergency hire request email to packet<br/><input type="checkbox"/> <b>Hand deliver</b> Emergency Hire Packet to HR Department, 3100 Main, 3<sup>rd</sup> Floor (Attn: Records Dept.)</p> <p><input type="checkbox"/> <b>Part-Time Employee Recommendation Form (COPY)</b><br/><input type="checkbox"/> Check that first &amp; last name is <u>identical</u> to that on social security card<br/><input type="checkbox"/> Budget number, Position title, Reports to<br/><input type="checkbox"/> College/division/department<br/><input type="checkbox"/> Employment Start &amp; End Dates<br/><input type="checkbox"/> "Requested by" Printed Name &amp; Signature<br/><input type="checkbox"/> STATE "EMERGENCY HIRE" at top of document</p> <p><input type="checkbox"/> <b>Online Employment Application (Copy or Original)</b><br/><input type="checkbox"/> Check that first &amp; last name is <u>identical</u> to that on social security card<br/><input type="checkbox"/> Copies of appropriate licenses &amp; certifications attached<br/><input type="checkbox"/> Degrees earned<br/><input type="checkbox"/> Related to HCC Employee? If yes, consult HR Generalist<br/><input type="checkbox"/> Marked "Yes" to a felony conviction? Notify HR-Generalist</p> | <p><input type="checkbox"/> <b>Photocopy of Transcripts</b> (unofficial OK, followed by official transcripts within 30 days of hire)<br/><input type="checkbox"/> Degrees &amp; courses listed on application match transcript<br/><input type="checkbox"/> For transcripts from non-US/Canada or non-accredited institutions, attach evaluation from approved agency</p> <p><input type="checkbox"/> <b>Credentialing Form (ORIGINAL)</b><br/><input type="checkbox"/> Chair responsible for completing form</p> <p><input type="checkbox"/> <b>Eligibility of Employment Form (I-9) (ORIGINAL)</b><br/><input type="checkbox"/> Check that first &amp; last name is <u>identical</u> to that on social security card<br/><input type="checkbox"/> EE may complete Section 1 before first work day<br/><input type="checkbox"/> Section 2 must be fully completed<br/><input type="checkbox"/> Start Date of Employment (first work day)<br/><input type="checkbox"/> Supervisor's Signature &amp; Date<br/><input type="checkbox"/> EE Signature &amp; Date – place on same line (Section 1)<br/><input type="checkbox"/> Complete Employer Address<br/><input type="checkbox"/> Copy of Item A or B &amp; C (current, unexpired)<br/><input type="checkbox"/> Copy of Work Authorization Documents (if applicable, current, unexpired)<br/><input type="checkbox"/> Send <u>original</u> form only</p> <p><input type="checkbox"/> <b>Direct Deposit or Cash Pay™ Form (ORIGINAL)</b><br/><input type="checkbox"/> Voided check or form on banking institution letterhead that includes bank routing number, account number &amp; employee name<br/><input type="checkbox"/> Original Form &amp; attachments (no copies/fax)</p> <p><input type="checkbox"/> <b>Tax Deduction Form (W-4) for current calendar year (ORIGINAL)</b><br/><input type="checkbox"/> Check that first &amp; last name is <u>identical</u> to that on social security card<br/><input type="checkbox"/> Line 3 – must select M, S, <u>M@S</u> rate<br/><input type="checkbox"/> Line 5 – must be completed<br/><input type="checkbox"/> Employee must sign and date, submit <u>original</u> only</p> <p><input type="checkbox"/> <b>FINGERPRINTING REQUIRED</b><br/><input type="checkbox"/> Follow instructions on next page</p> <p><input type="checkbox"/> Follow with the <b>ORIGINAL Part-Time Recommendation Form</b> and any other document required according to appropriate PT Hiring Checklist. Remaining documents should be routed via normal College approval process and are due in Employee Records within 3 working days of hire.</p> |
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## Fingerprinting Procedures New Adjunct Faculty

After the conditional job offer is made, the Department Chair/Supervisor will:

1. Inform the employee that he/she will need to be fingerprinted and will receive an email from the Employee Records department with instructions.
2. Email Employee Records ([employeerecords@hccs.edu](mailto:employeerecords@hccs.edu)) with the following information: **(This must be done immediately after conditional job offer is made)**
  - Employee's Legal Name
  - Employee's Date of Birth
  - Employee's Email Address and Phone Number
  - Employee's Anticipated Start Date
3. Employee Records will send the employee an email with detailed instructions regarding the fingerprinting requirement. The Supervisor will be copied on email.
4. The Department Chair/Supervisor will hold the employment packet until an email is received from Employee Records (ER) regarding whether or not the results have been approved. (Results are usually submitted to ER by the Department of Public Safety within 24 – 48 hours after fingerprints are taken).
5. Attach a copy of the approval email from Employee Records to the employment packet.
6. Release paperwork to next department upon notice from Employee Records.