1. A new Appointment, an Appointment with Previous Service or Reappointment is created by the Department. The following example is for a New Appointment *(also referred to as Assignment and/or Proposed Assignment)*:

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| Employee Ass | signment | Date: 12/6/2012 | *Begin: 1/28/2013 | Reappointment *End: 5/31/201 | 3 | *Session: SP | RING 2013 | |
| Reports | lter | *SSN: 454458458 | begin. Inzoizono | *Personal Email: | djbstore@aol.co | m | | |
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| 55 | | *Title: NON-TEACHING A | DJUNCT I V | Position #: | 90303510 | Line #: 220 | 000 | |
| | oL | b Type: NON_TEACH | | Assignment: | ~ | | | |
| MDCC | CLXX | Rate: \$ 38.91 💌 | | Total Hours: | 100 | Salary: \$ 0.0 | 0 | |
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2. Once the assignment is approved by the Dean, the Approval Status is changed to "AE". At this time, an E-Mail is sent to the Adjunct Employee requesting them to enter their workload for the semester, and to submit their proposed assignment.



3. 1 By this time, Hunter's ICIT Department has sent an email communication concerning Hunter Net ID & password to the Adjunct Employee. The adjunct employee can sign into AEMS (using their Hunter Net Id & password) through the link which can be found on the Hunter College Payroll Website. *Please note that there are two url links – one for Adjunct Employees and one for Departments. Please select the one that says "Adjunct Employee – Click here to Review your Workload and Proposed Assignment".*

This url will direct the Adjunct Employee to this log in screen:



3.2 Once logged into the system, click on first Selection<Adjunct Employee> on the left side of the menu selection. This will direct you to this screen:



Page 5

4. Click <Review Assignment>, then the employee will view all his/her current semester assignments. Then the Adjunct Employee will Click <View> on the listed assignment(s) to first review the proposed assignment(s) and workload information.



5. The Adjunct Employee will be directed to the Adjunct Employee Proposed Assignment form. There are Radio Buttons across the bottom. They are Workload, Submit, Email Problem /Concern, and Assignment Letter.

- Workload for viewing Hunter College Workload and to enter other CUNY adjunct positions.
- Submit Employee can accept their proposed assignment for the semester.
- Email Problem Concern For Adjuncts to email their Supervisor's with any problems/concerns on their workload or proposed assignment.
- Assignment Letter Can view and print proposed assignment.



6. Click on <Workload> button, and the following page will appear.

Please note that the Hunter College positions will be populated by the system.



7. The Adjunct Employee can add their other CUNY adjunct positions by clicking <Add a CUNY Position> and using the Drop down menu to find all other CUNY Schools. Please Click <<u>Save></u> after every addition.

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| WUNTER | * Title: Teacher | |
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| | Save Close | |
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| · Anno · | Department: GEOGRAPHY Title: NON-TEACHING ADJUNCT I | |
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8. Once the Workload section is entered, Adjuncts can <View/ Print Workload Form> by clicking that option.



9. This is what the CUNY Form looks like:

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| | Hunter College | |
| | THE CITY UNIVERSITY OF NEW YORK ADJUNCT INSTRUCTIONAL STAFF AND GRADUATE ASSISTANT WORKLOAD REPORTING FORM | |
| | Sections 15.2 and 15.3 of Article 15 of the Agreement between The City University of New York and the Professional Staff | |
| | Congress/CUNY state: 15.2 WORKLOAD FOR THE PART-TIME MEMBERS OF THE INSTRUCTIONAL STAFF: | |
| | A person appointed to an Adjunct tile is not a full-time employee of The CBy University of New York. Employment in an adjunct position or a combination of adjunct positions shall not constitute a full-time position. Adjunct lectures or adjuncts in other titles, exoluting Graduate Assistants; shall not be assigned a total of more than nine (ii) classroom contact hours during a semester in one unit of The CBy University of New York. In addition, such adjunct the methody the method and sources of not more | |
| | than six (6) hours during a semester at another unit of The City University of New York. | |
| | For persons in non-teaching adjunct titles, the limitations noted above are equated to not more than 225 hours per semester at on college and not more than 150 hours per semester at a second college of the University. | |
| | 15.3 WORKLOAD FOR STAFF IN THE GRADUATE ASSISTANT TITLE SERIES: | |
| | uraause suberis norang the the uraause Assistant A shall have an assignment of a maximum of 240 contact takehing hours of 50 hours of non-karking assignment of a maximum of 120 classroom teaching hours of board assistant B shall have an assignment of a maximum of 120 classroom teaching assigned to other hourly position. No or her take take combined assignment any not exceed 40 contact teaching hours or 450 hours of non-kaching assignment during the work year. Graduate students holding the title Graduate Assistant C shall have an assignment during the work year. Graduate students holding the title direction of non-kaching assignment during the work year. Graduate students holding the title Graduate Assistant C shall have an assignment during the work year. If a Graduate Assistant C shall have an assignment during the work year. If a Graduate Assistant C shall have an assignment fourts takehing position, his or her total combined assignment may not exceed 20 contact teaching hours during the work year. | |
| | | |
| | To be filled out by adjunct instructional staff member or Graduate Assistant: NAME New, Adjunct SEMESTER SPRING 2013 DEPARTIMENT GEOGRAPHY TITT E(s) NON-TEACHING ADJUN | |
| | List all courses being taught or non-leaching hours (including Graduate Assistant A, B and C assignments) assigned within The City University: | |
| | College Department I title Course/Section Hours HC GEOGRAPHY NON-TEACHING ADJUNCT I 100.00 College of Staten Island History Teacher History / 5 45.00 | |
| | | |
| | Contry that I have read the advary provision, and that I have not accepted and will not accept an assignment with any college or unit of CUVY that we see althe oncitatual initiation, unsees such initiations have been exploitly available OLUVY and the PSC. If there or any that are an any changes in this information during the sensetier, I will submit an updated from to the Operatinet Caracter or index to see changes. | |
| | Adjunct New Dec 7 2012 | |
| | Signature Date | |
| | Review by Department Chair I certify that I have reviewed this form and that if accurately reflects the course(s) and/or non-leaching hours assigned at this college. | |
| | Diane Breazzano Dec 10 2012 | |
| | Char Signature Date <u>or595 505</u> ¹ Not to be completed by any genue houring 3 bail-me metrodown staff position. | |
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10. Once the Adjunct Employee completes their Workload, they must Click <Finish Workload>:



11. The Adjunct must then <Agree> with the Workload certification. If you select <Back> your proposed assignment will stay in the "AE" Status and not progress through the approval process.



12. Once the Workload section is completed and the adjunct agrees to the certification, the total Workload Information will be inserted in the appointment record line called "Total Workload Hours" on the Adjunct Employee Proposed Assignment Screen.

Please note:

- The system will check the total Workload hours with the validation rules for the semester and if it is over the allowable hours, the total workload hours will be displayed in RED.
- Adjunct employees may be required to sign the Workload form if an overload waiver is requested.



13. The Employee can accept their assignment by clicking <Submit>. When the assignment is submitted, the status will be shown on the page and it is date stamped.

Please note:

- The proposed Assignment is not authorized until all of the approvals have been reviewed and processed in the AEMS and approved by CUNY.
- The timing of the AEMS approvals do not guarantee an effective date to be "Active" for payroll processing purposes.



14. Once the assignment is accepted by the employee, the Status changes from "AE" to "Dept 2". An email is sent to the Chair requesting a Workload approval. You may filter "Dept 2" assignments by using the drop down menu in the App Status field.

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| Timesheet Entry | Budget Alloc | ated: \$1,258 | ,072.69 | | Amount Used: \$484,05 | 2.54 [\$193,474.36 pending | approval] | Amount Av | ailable: \$774, | 020.15 |
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15. The Chair will then enter their Net Id to approve the Workload submission. The Status will change to "HR1" and it then has to go through the rest of the approval process.

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| Home | Adjunct Employee Assignment Form GEOGRAPHY [266 | 5001] | | | | | | | |
| Timesheet Entry | Budget Allocated: \$1,258,072.69 Amount Used: \$487, | 943.54 [\$197,365.36 pending approval] Amount Available: \$770,129.15 | | | | | | | |
| Review Posted Timesheets | Action Type: Appointment | Status: HR 1 Semester: SPRING 2013 | | | | | | | |
| Message Center | Date: 12/11/2012 Begin:1/28/2013 | End:5/31/2013 Session: SPRING 2013 | | | | | | | |
| Reports | SS #: 454-54-6456 | Personal E-Mail: djbstore@aol.com | | | | | | | |
| Select Department | Last Name: New | First Name: Adjunct | | | | | | | |
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| S S Prote | Emp. ID: | Hunter E-Mail: | | | | | | | |
| | F/T Faculty: No F/T Salary: 0.00 | FT Title: | | | | | | | |
| | Department: 266001 | Dept. Name: GEOGRAPHY | | | | | | | |
| | Title: NON-TEACHING ADJUNCT I | Position #: 90303510 Line #: 22000 | | | | | | | |
| MID | Job Type: NON_TEACH | Assignment: | | | | | | | |
| CCCL* | Rate: \$ 38.91 | Total Hours: 100 Salary: \$ 3,891.00 | | | | | | | |
| | Sufficiency of reg. & curriculum needs? No | | | | | | | | |
| | Total Workload Hours (Teaching/NonTeaching): 45.00/100.00 | Assignment Accepted on 12/11/2012 | | | | | | | |
| CU | Comments: | | | | | | | | |
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