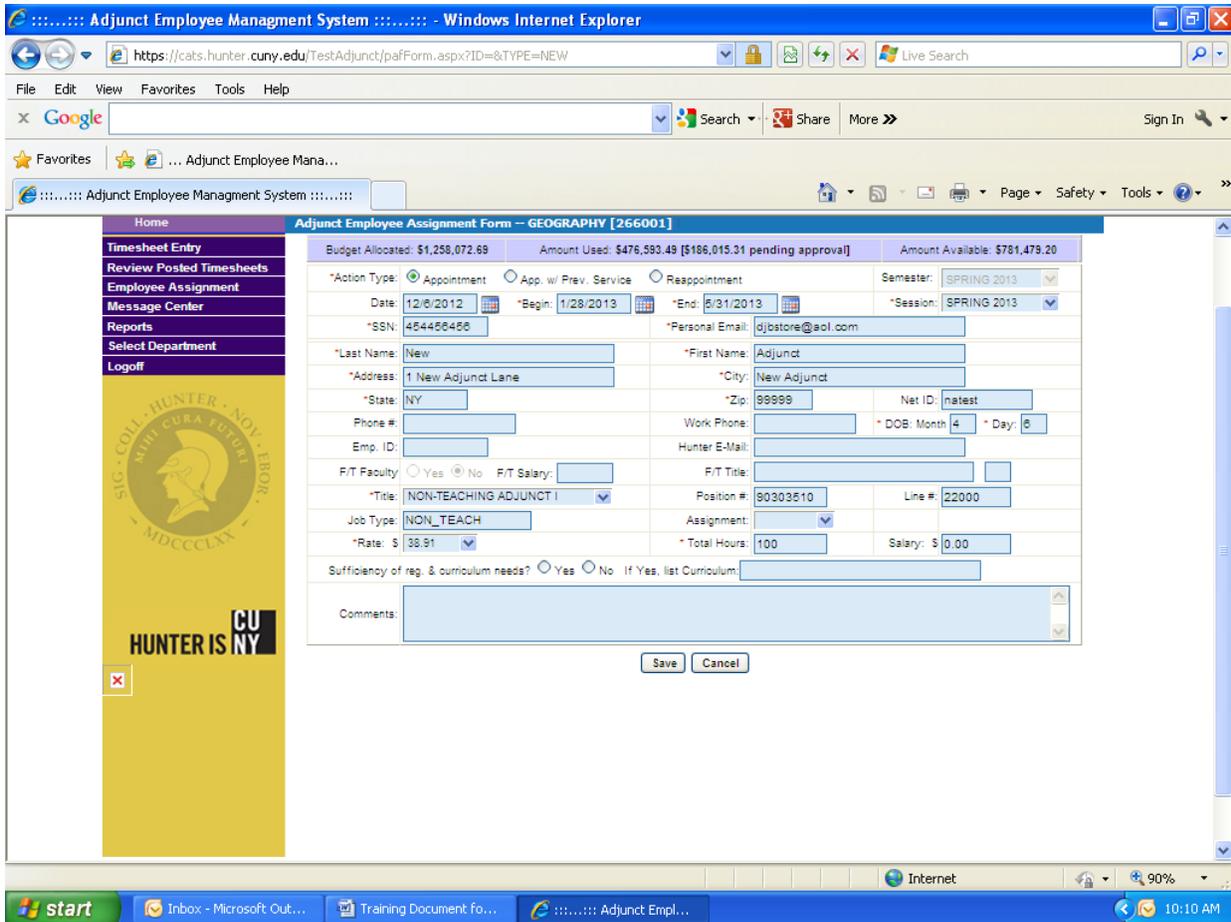
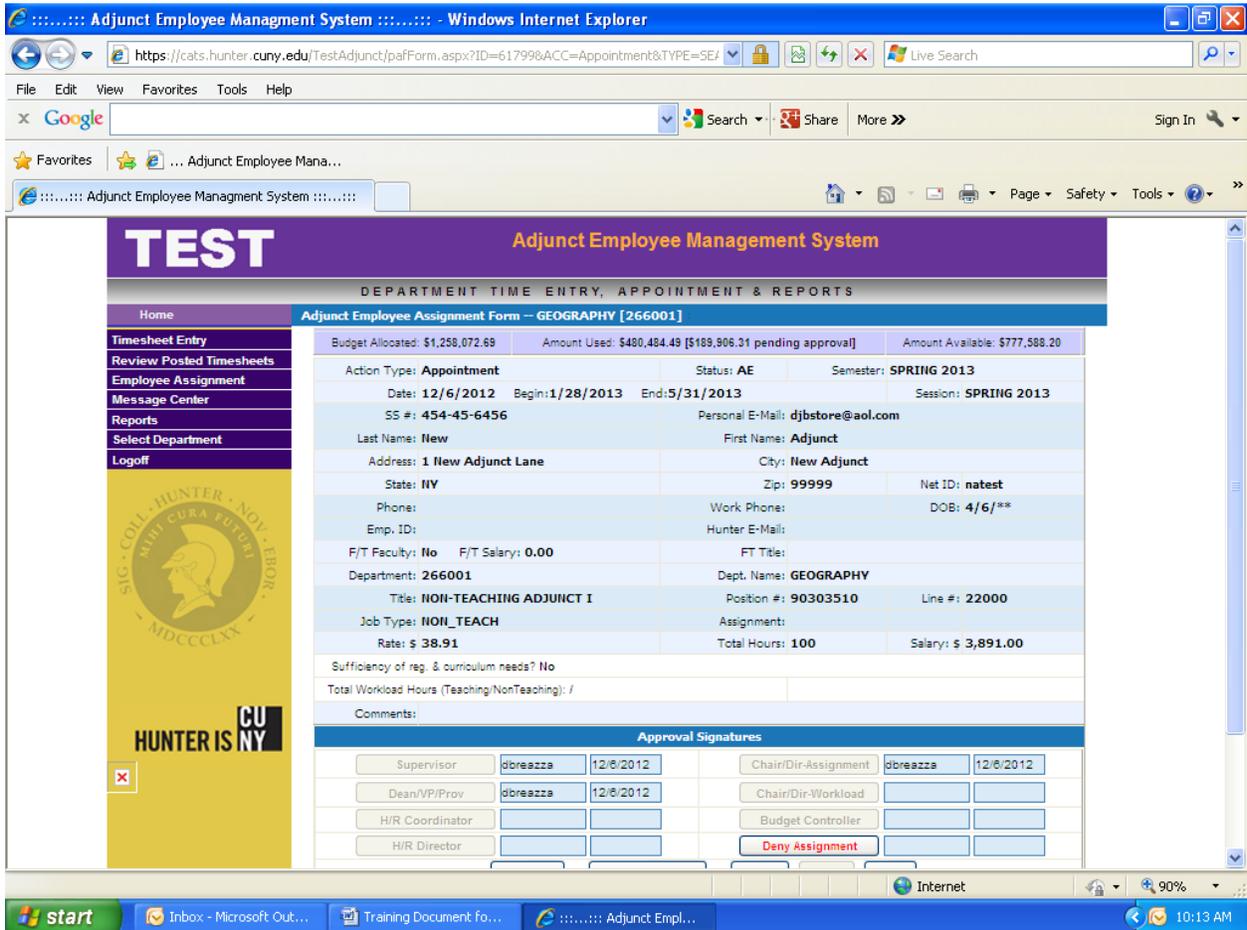


1. A new Appointment, an Appointment with Previous Service or Reappointment is created by the Department. The following example is for a New Appointment (*also referred to as Assignment and/or Proposed Assignment*):

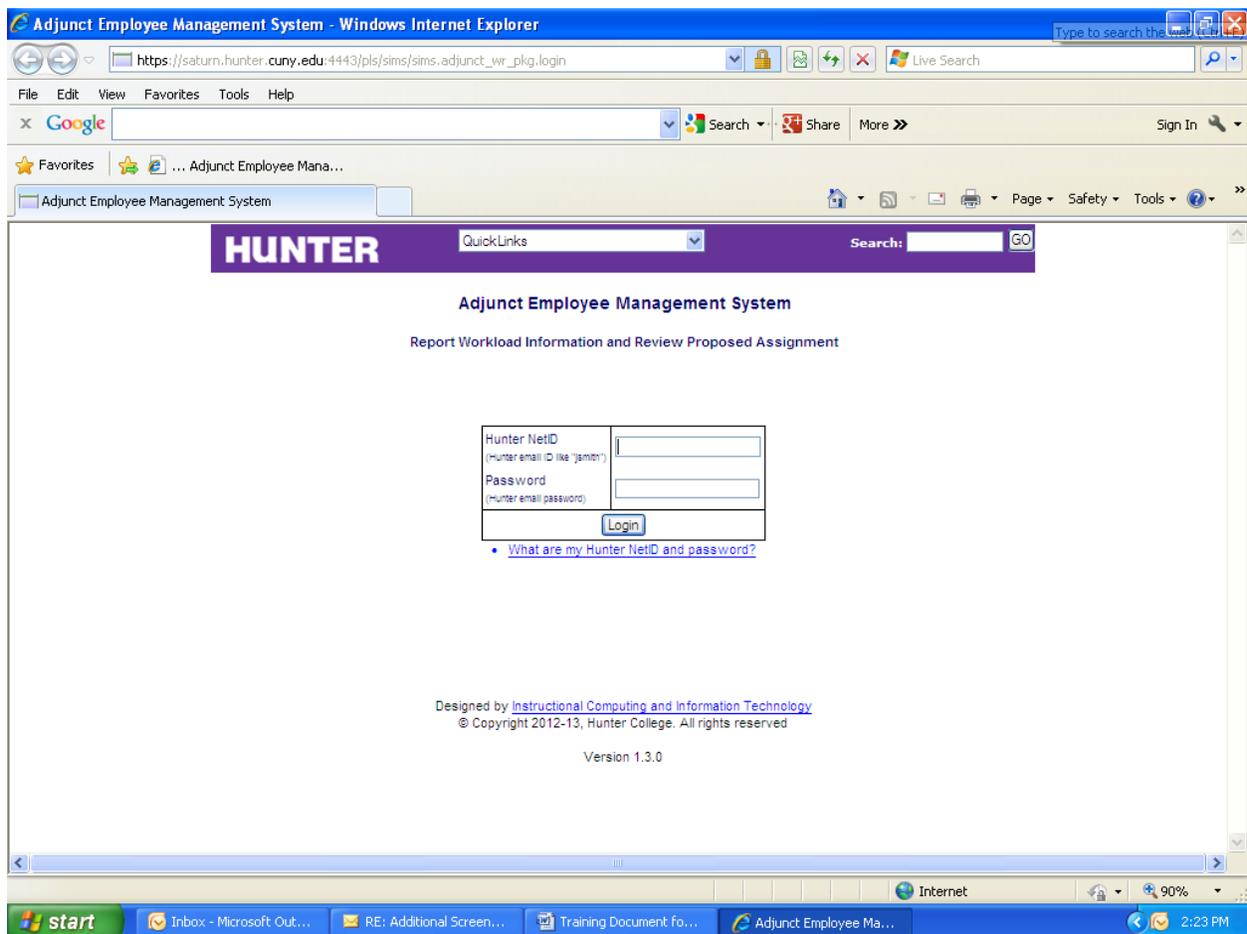


2. Once the assignment is approved by the Dean, the Approval Status is changed to “AE”. At this time, an E-Mail is sent to the Adjunct Employee requesting them to enter their workload for the semester, and to submit their proposed assignment.

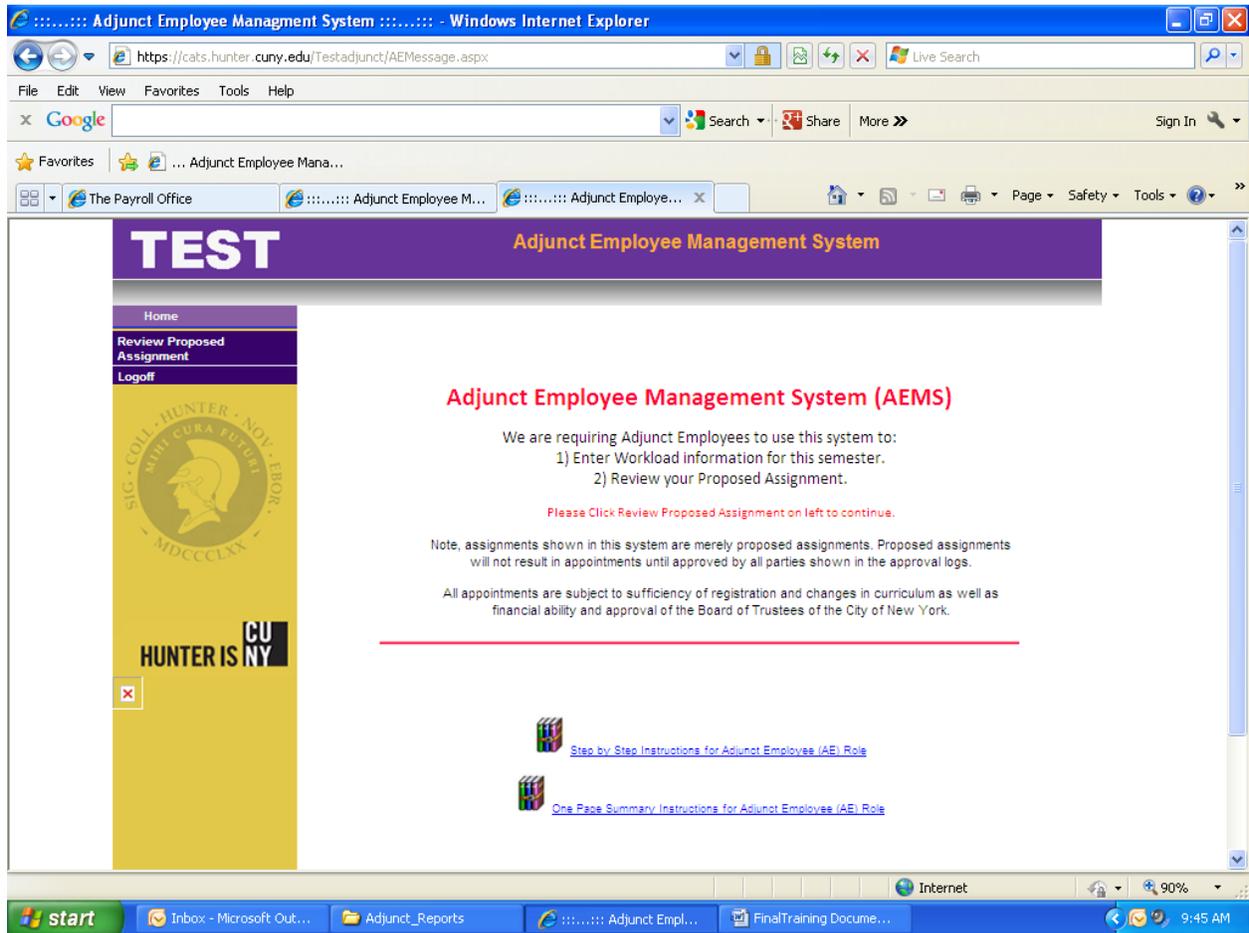


3.1 By this time, Hunter’s ICIT Department has sent an email communication concerning Hunter Net ID & password to the Adjunct Employee. The adjunct employee can sign into AEMS (using their Hunter Net Id & password) through the link which can be found on the Hunter College Payroll Website. **Please note 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”.**

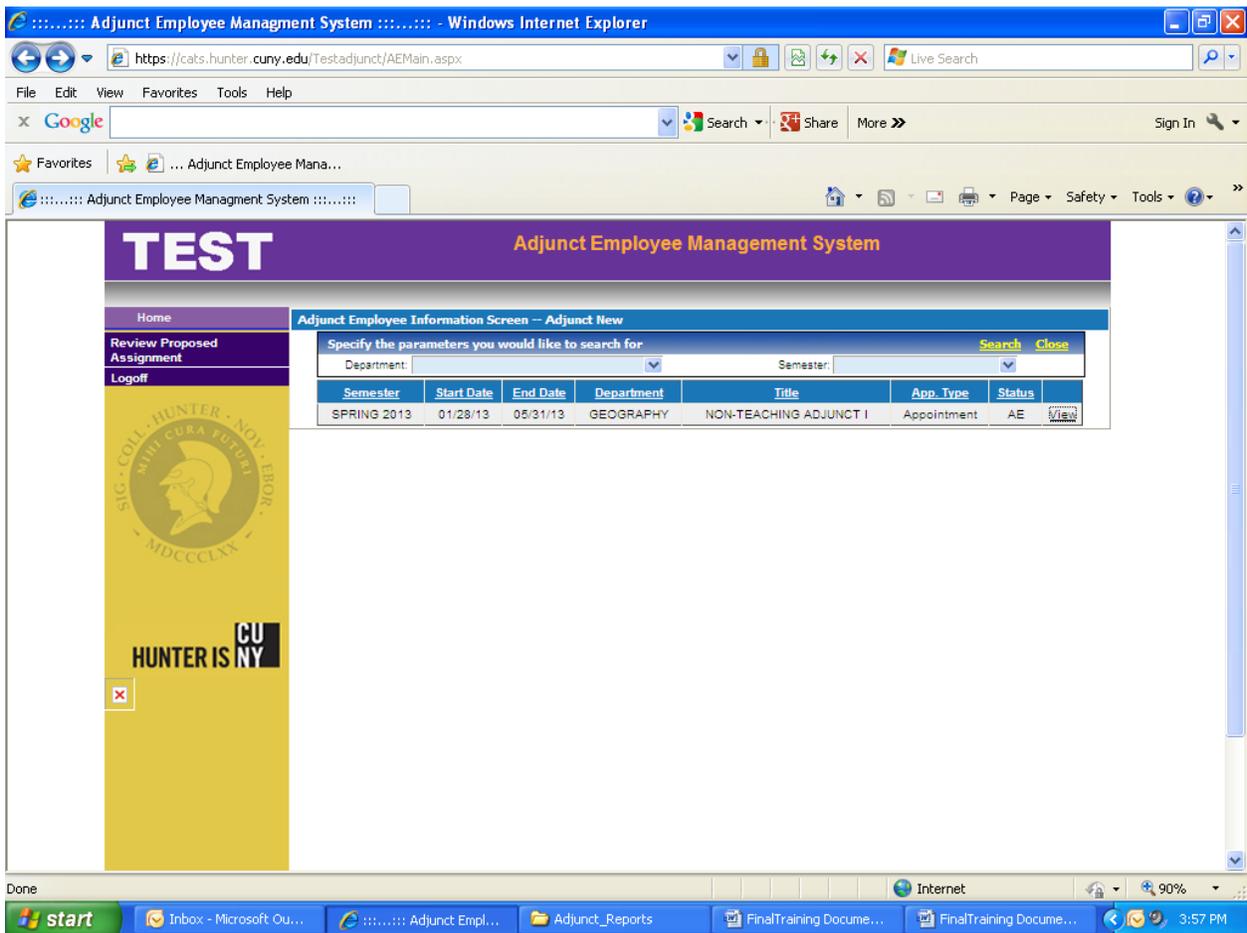
This url will direct the Adjunct Employee to this log in screen:



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:



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.

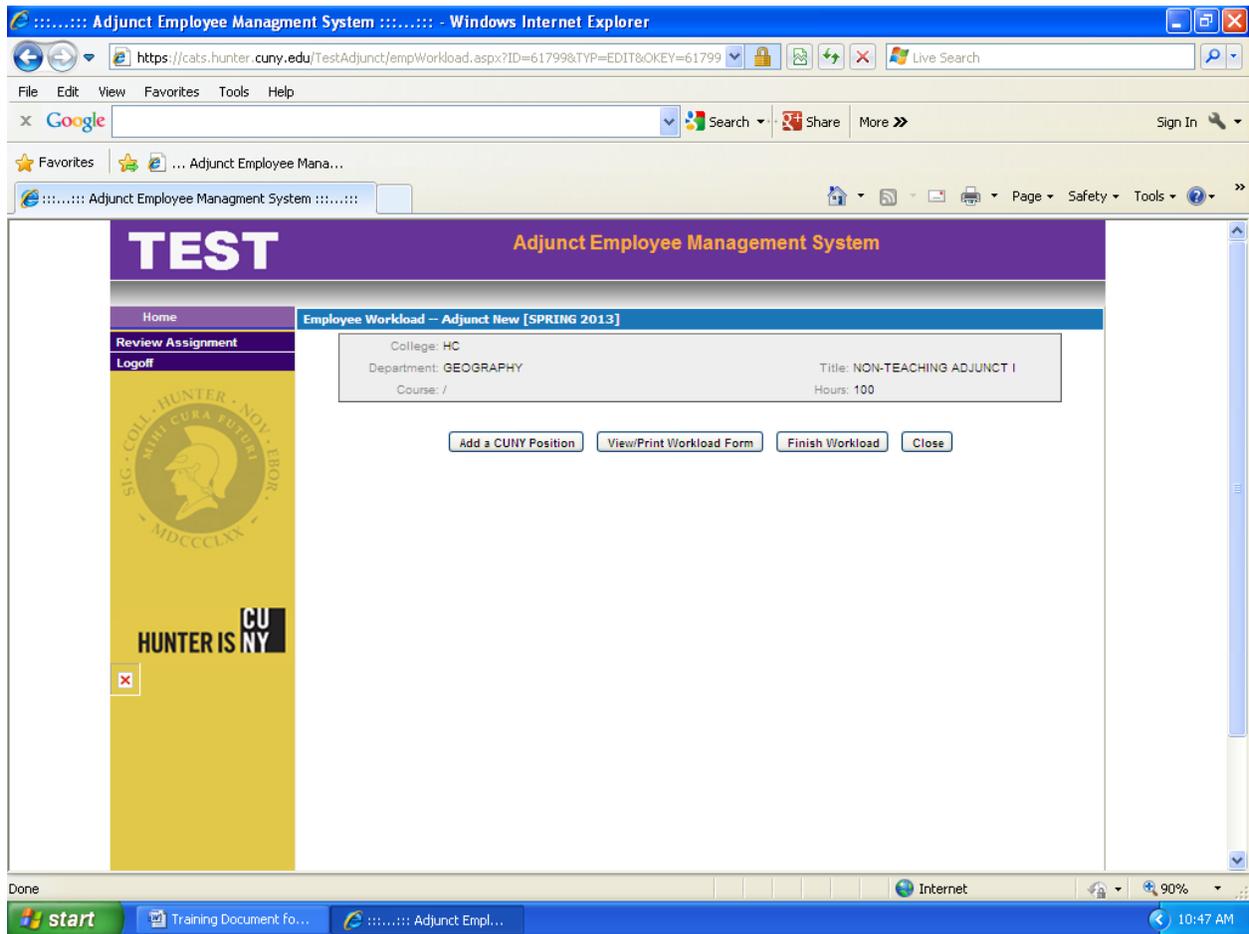


5. The Adjunct Employee will be directed to the Adjunct Employee Proposed Assignment form. There are Radio Buttons across the bottom. They are Workload, Submit, Email Problem /Concern, and Assignment Letter.

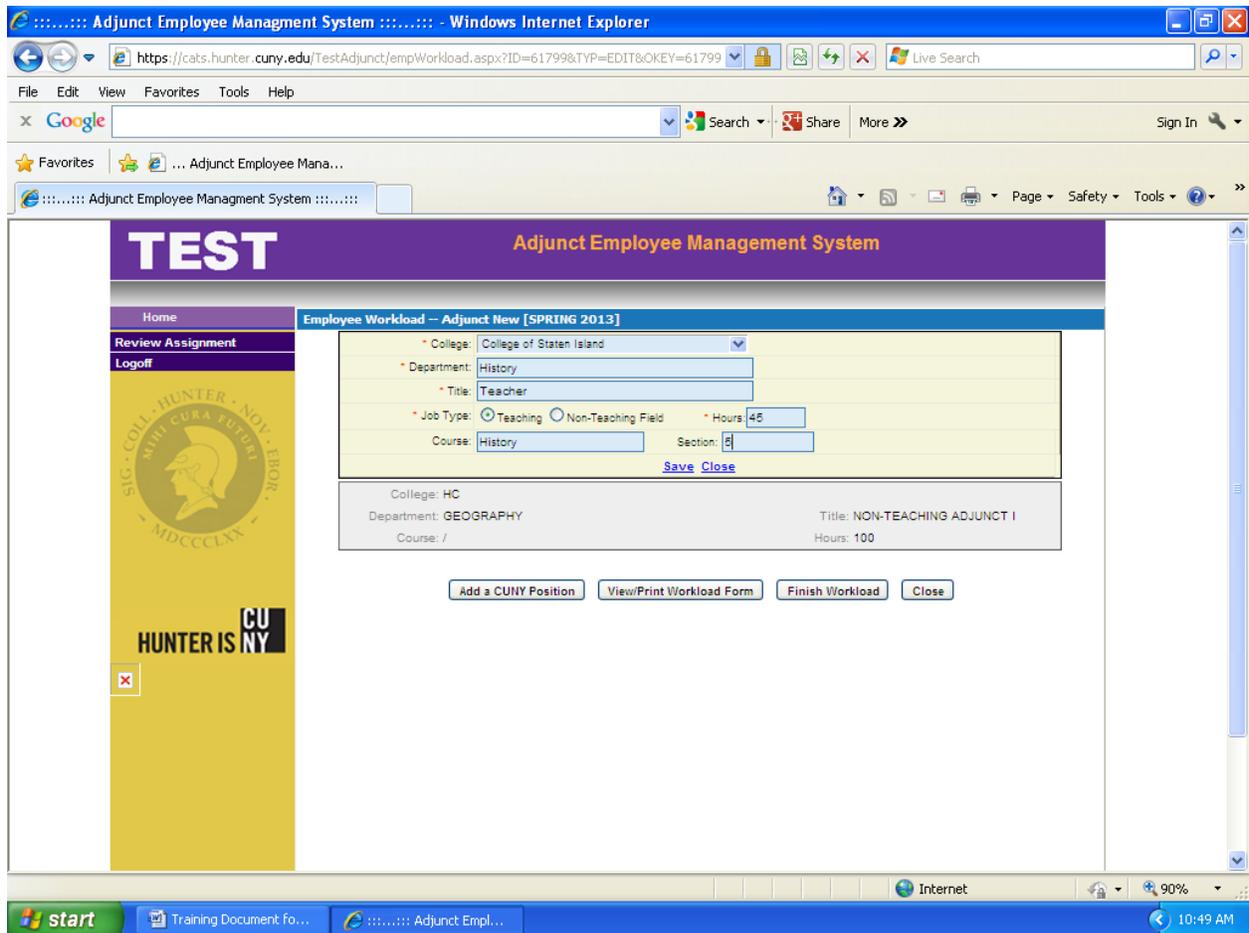
- Workload – for viewing Hunter College Workload and to enter other CUNY adjunct positions.
- Submit – Employee can accept their proposed assignment for the semester.
- Email Problem Concern – For Adjuncts to email their Supervisor’s with any problems/concerns on their workload or proposed assignment.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

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

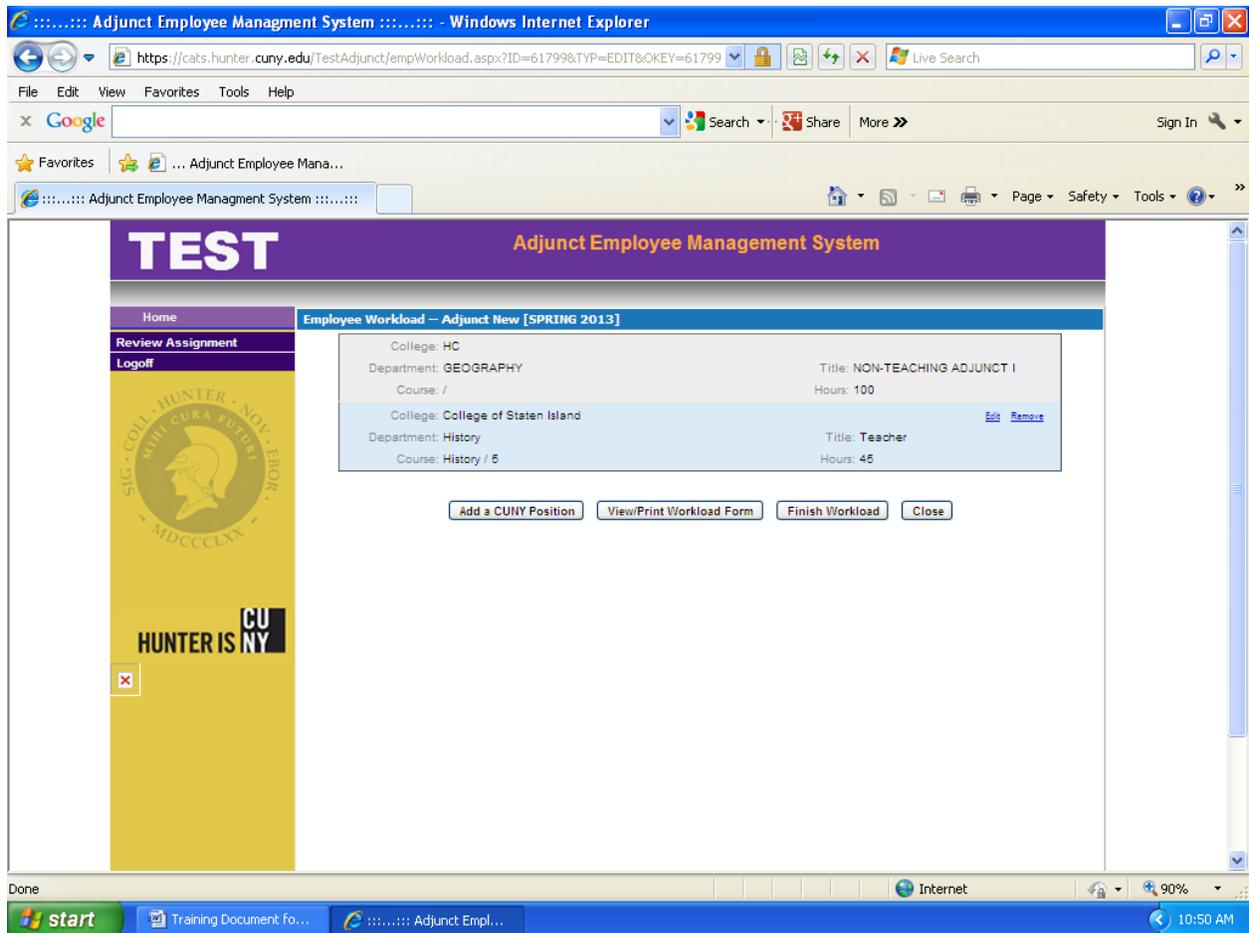
Please note that the Hunter College positions will be populated by the system.



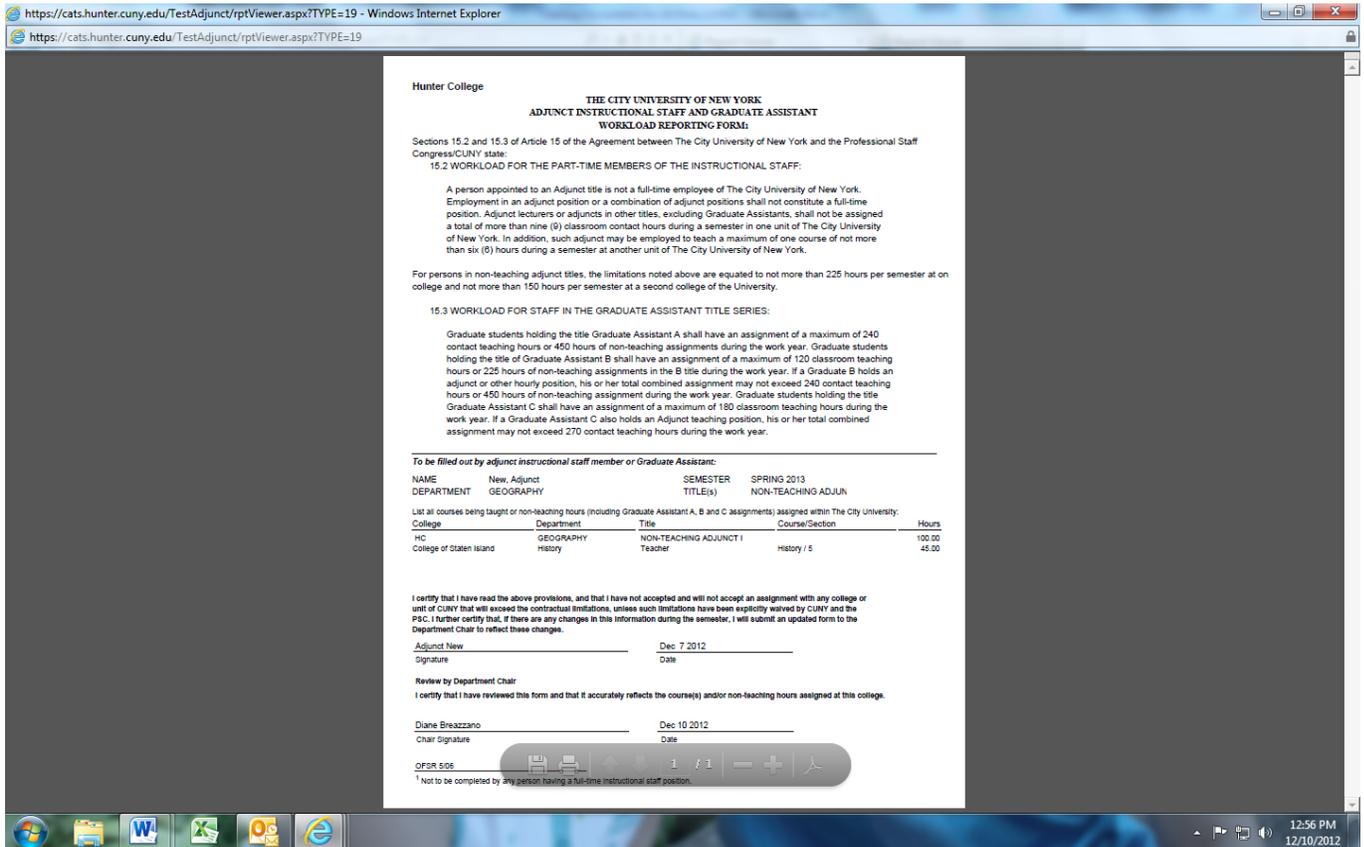
7. The Adjunct Employee can add their other CUNY adjunct positions by clicking <Add a CUNY Position> and using the Drop down menu to find all other CUNY Schools. Please Click <Save> after every addition.



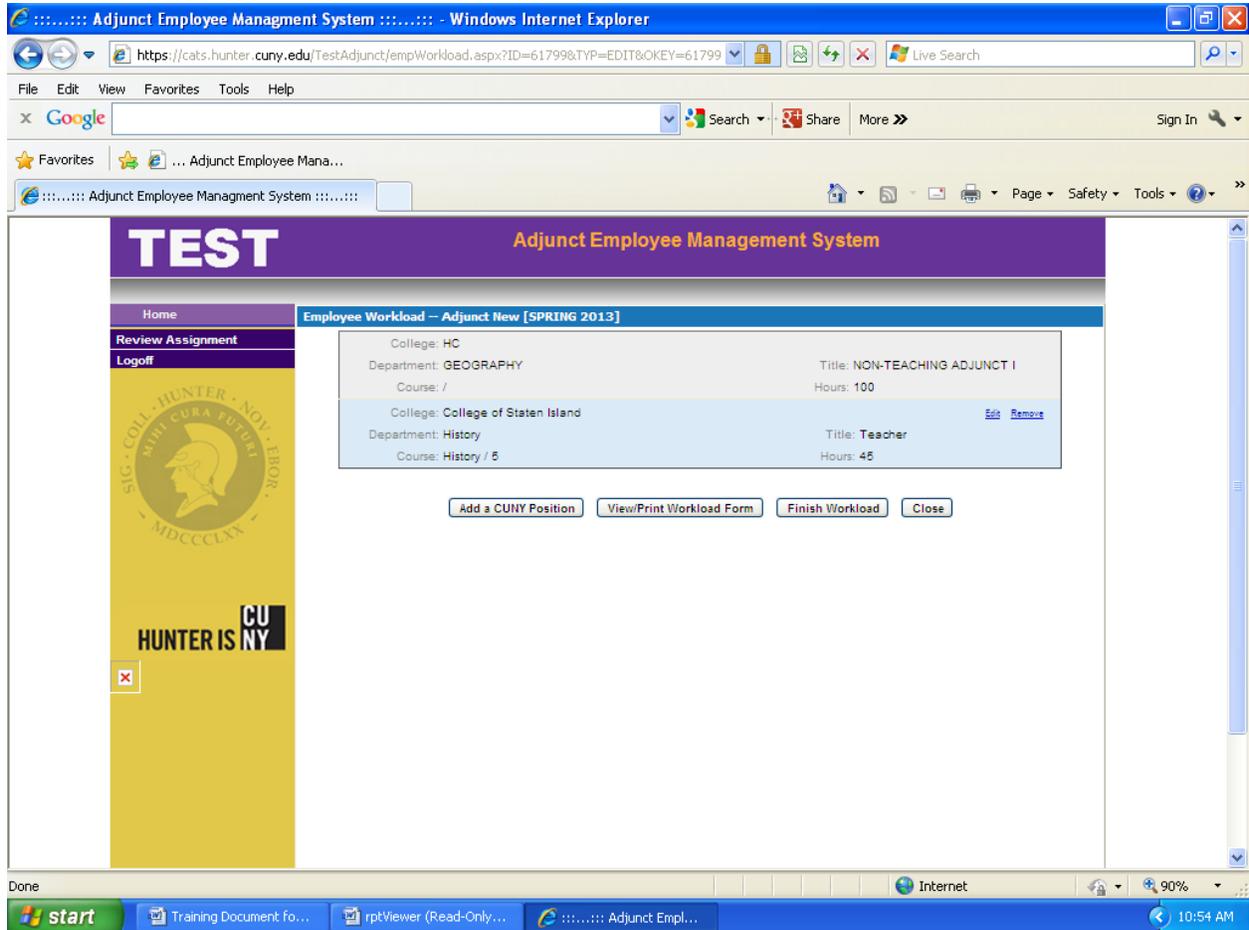
8. Once the Workload section is entered, Adjuncts can <View/ Print Workload Form> by clicking that option.



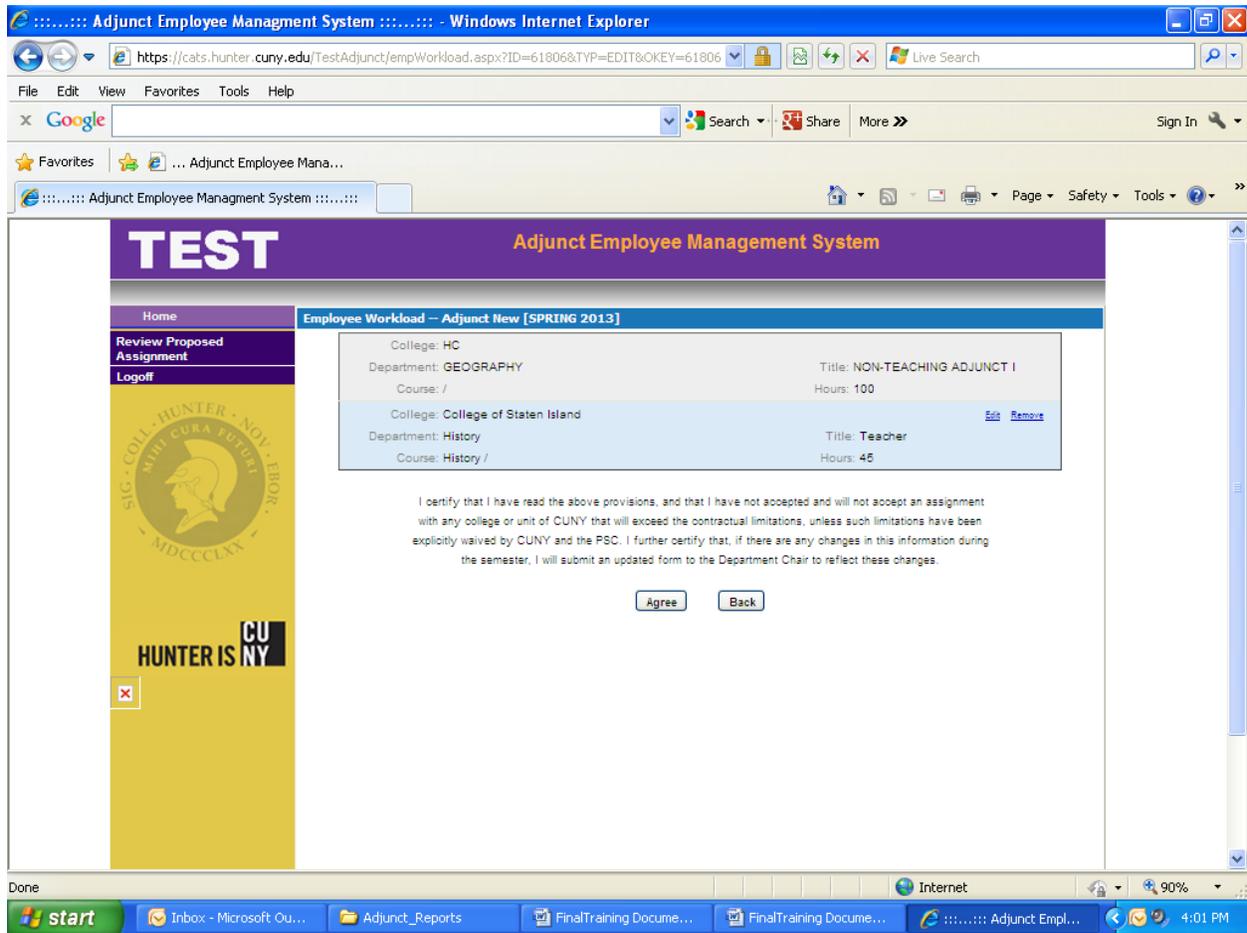
9. This is what the CUNY Form looks like:



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.

The screenshot displays the 'Adjunct Employee Management System' interface within a Windows Internet Explorer browser. The main content area is titled 'TEST' and 'EMPLOYEE ASSIGNMENT INQUIRY'. The form shows details for an appointment with the following information:

|                                      |  |                              |
|--------------------------------------|--|------------------------------|
| <b>Action Type:</b> Appointment      | <b>Status:</b> DEPT 2                    | <b>Semester:</b> SPRING 2013 |
| <b>Date:</b> 12/11/2012              | <b>Begin:</b> 1/28/2013                  | <b>End:</b> 5/31/2013        |
| <b>SS #:</b> 454-54-6456             | <b>Personal E-Mail:</b> djbstore@aol.com |                              |
| <b>Last Name:</b> New                | <b>First Name:</b> Adjunct               |                              |
| <b>Address:</b> 1 New Adjunct Lane   | <b>City:</b> NY                          |                              |
| <b>State:</b> NY                     | <b>Zip:</b> 99999                        | <b>Net ID:</b> naatest       |
| <b>Phone:</b>                        | <b>Work Phone:</b>                       | <b>DOB:</b> 4/6/**           |
| <b>Emp. ID:</b>                      | <b>Hunter E-Mail:</b>                    |                              |
| <b>F/T Faculty:</b> No               | <b>F/T Salary:</b> 0.00                  | <b>FT Title:</b>             |
| <b>Department:</b> 266001            | <b>Dept. Name:</b> GEOGRAPHY             |                              |
| <b>Title:</b> NON-TEACHING ADJUNCT I | <b>Position #:</b> 90303510              | <b>Line #:</b> 22000         |
| <b>Job Type:</b> NON_TEACH           | <b>Assignment:</b>                       |                              |
| <b>Rate:</b> \$ 38.91                | <b>Total Hours:</b> 100                  | <b>Salary:</b> \$ 3,891.00   |

Additional form fields include: Sufficiency of reg. & curriculum needs? No; Total Workload Hours (Teaching/NonTeaching): 45.00/100.00; Assignment Accepted on 12/11/2012; and a Comments section.

The 'Approval Signatures' section contains the following fields:

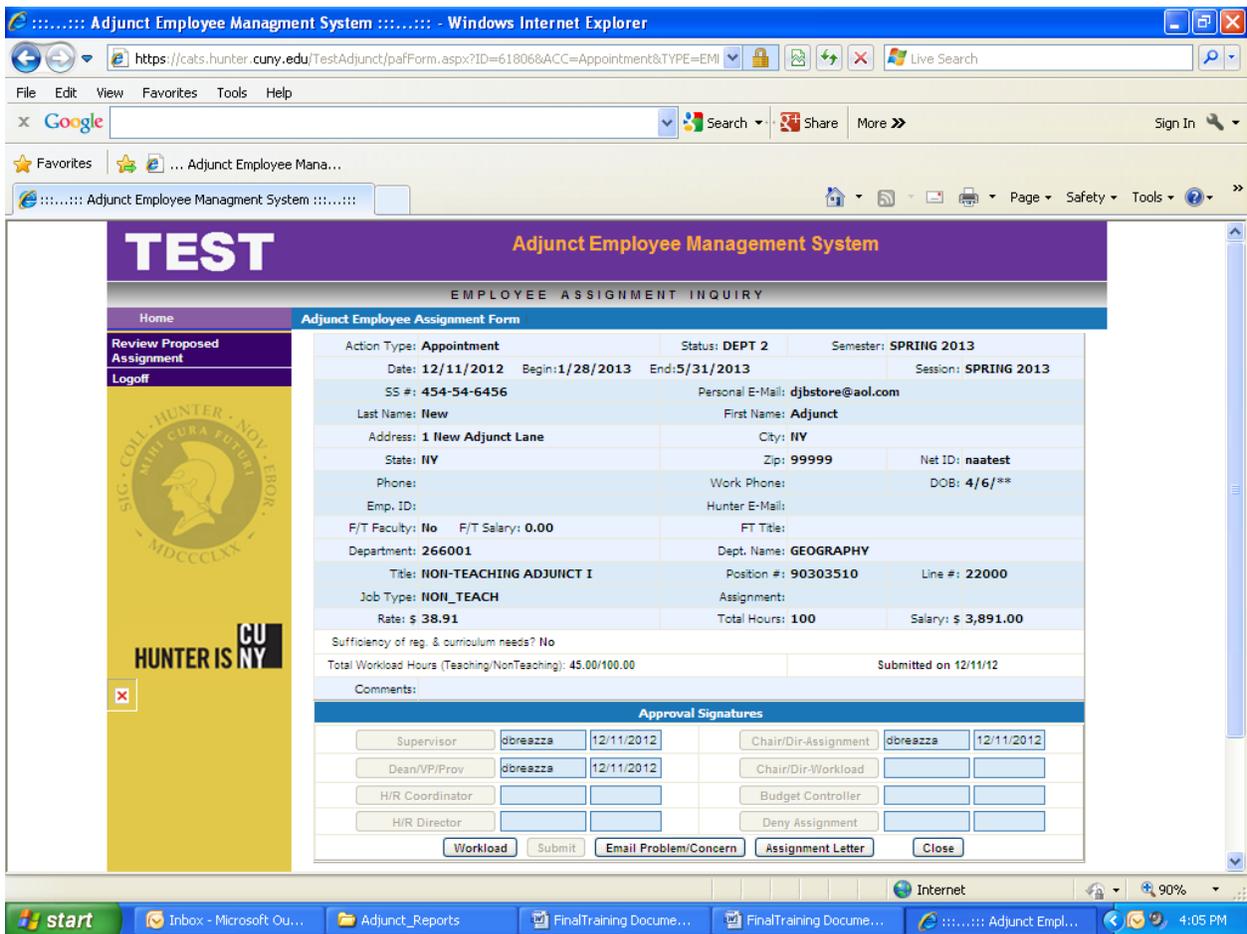
|                 |         |            |                      |         |            |
|-----------------|---------|------------|----------------------|---------|------------|
| Supervisor      | dbrezza | 12/11/2012 | Chair/Dir-Assignment | dbrezza | 12/11/2012 |
| Dean/VP/Prov    | dbrezza | 12/11/2012 | Chair/Dir-Workload   |         |            |
| H/R Coordinator |         |            | Budget Controller    |         |            |
| H/R Director    |         |            | Deny Assignment      |         |            |

Buttons at the bottom include: Workload, Submit, Email Problem/Concern, Assignment Letter, and Close.

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.

The screenshot displays the 'Adjunct Employee Management System' interface. At the top, it shows 'DEPARTMENT TIME ENTRY, APPOINTMENT & REPORTS' for 'GEOGRAPHY [266001]'. Budget information is provided: Allocated \$1,256,072.69, Used \$484,052.54, and Available \$774,020.15. A search filter is applied to 'DEPT 2'. The main table lists various assignments with columns for Create Date, Last Name, First Name, Title, Type, Status, and Action links.

| Create Date | Last       | AE        | First Name     | Title                    | Type                  | Status |  |
|-------------|------------|-----------|----------------|--------------------------|-----------------------|--------|--|
| 10/10/12    | Ace        | HR 1      | de             | NON-TEACHING ADJUNCT II  | App. w/ Prev. Service | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 10/10/12    | Ace        | HR 2      | de             | NON-TEACHING ADJUNCT II  | Revision              | DENIED | <a href="#">View App.</a> <a href="#">Remove</a> |
| 05/11/12    | Adiv       | PR DENIED | romi           | ADJUNCT LECTURER         | Appointment           | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 11/05/12    | Aggarwal   | ACTIVE    | Amit           | ADJUNCT ASST PROFESSOR   | Revision              | NEW    | <a href="#">View App.</a> <a href="#">Remove</a> |
| 10/02/12    | Arnez      |           | Lucy           | ADJUNCT ASST PROFESSOR   | Appointment           | AE     | <a href="#">View App.</a> <a href="#">Remove</a> |
| 10/02/12    | Barney     |           | Joe            | NON-TEACHING ADJUNCT II  | Reappointment         | AE     | <a href="#">View App.</a> <a href="#">Remove</a> |
| 05/04/12    | Boatright  |           | Stephen        | ADJUNCT LECTURER         | Appointment           | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 07/18/12    | Boatright  |           | Stephen        | ADJUNCT LECTURER         | App. w/ Prev. Service | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 11/19/12    | BOLA       |           | H              | ADJUNCT ASSOC PROFESSOR  | App. w/ Prev. Service | HR 1   | <a href="#">View App.</a> <a href="#">Remove</a> |
| 10/11/12    | Breazzano  |           | Diane          | ADJUNCT ASST PROFESSOR   | App. w/ Prev. Service | PR     | <a href="#">View App.</a> <a href="#">Remove</a> |
| 05/09/12    | Buonaiuto  |           | Frank          | NON-TEACHING ADJUNCT IV  | App. w/ Prev. Service | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 10/19/12    | Combo      |           | Diane          | NON-TEACHING ADJUNCT III | Revision              | AE     | <a href="#">View App.</a> <a href="#">Remove</a> |
| 10/19/12    | Combo      |           | Diane          | ADJUNCT LECTURER         | Appointment           | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 10/19/12    | Combo      |           | Diane          | NON-TEACHING ADJUNCT III | App. w/ Prev. Service | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 07/30/12    | Dempsey    |           | Mark           | ADJUNCT LECTURER         | App. w/ Prev. Service | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 07/17/12    | Dorsch     |           | Michael Joseph | ADJUNCT LECTURER         | Appointment           | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 11/05/12    | Earth      |           | I              | ADJUNCT COLL LAB TECH    | App. w/ Prev. Service | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |
| 07/30/12    | Eichenbaum |           | Jack           | ADJUNCT ASSOC PROFESSOR  | App. w/ Prev. Service | ACTIVE | <a href="#">View App.</a> <a href="#">Remove</a> |

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.

The screenshot displays the 'Adjunct Employee Assignment Form' within the 'Adjunct Employee Management System'. The browser window title is 'Adjunct Employee Management System - Windows Internet Explorer'. The URL is 'https://cats.hunter.cuny.edu/TestAdjunct/pafForm.aspx?ID=61806&ACC=Appointment&TYPE=SEA'. The page content includes a navigation menu on the left with options like 'Home', 'Timesheet Entry', and 'Logoff'. The main form area is titled 'DEPARTMENT TIME ENTRY, APPOINTMENT & REPORTS' and 'Adjunct Employee Assignment Form -- GEOGRAPHY [266001]'. It shows a budget of \$1,258,072.69 allocated and \$487,343.54 used. The assignment is for 'NON-TEACHING ADJUNCT I' in the 'GEOGRAPHY' department, with a status of 'HR 1' and a semester of 'SPRING 2013'. The form also includes an 'Approval Signatures' section with a grid for various roles, where the Supervisor and Dean/VP/Prov fields are filled with 'dbrezza' and '12/11/2012'. The current status is 'Assignment Letter'.