Working with the Adjunct Pay Roster

Administration Portal

Login to the Administration Portal with your UCO Windows login and password

*To eliminate the need to login each time you enter the portal, contact Patti Neuhold at 2560.

From the menu of folders on the left side of the page, open the Payroll folder.

Click on the type of semester in which the adjunct will be working

You may now Add, Edit or View a Pay Record
Once you select Add a Pay Record, you will see the following screen:

**Adding a Pay Record – Semester (Fall or Spring)**

**Add Semester Pay Record**

- **Semester**: 2011 Fall
- **Department**: Please Choose
- **Type**:
  - Default Department Org
  - External Grant
  - Internal Grant
  - Special Org

Select the semester the adjunct will be teaching.

Select the department with whom the adjunct has contracted.

**IMPORTANT**: Select the correct type of org to pay the adjunct.

Fields typed in red font are required fields. You will not be able to proceed to the next screen if you have not completed the required fields.
Once you click Submit, you will see the following screen:

**Add Semester Pay Record**

- **Semester**: Fall 2011
- **Employee**: Please Choose
- **Pay Rate**: Please Choose
- **Start Date**: Please Choose
- **Adjunct Status**: Please Choose
- **Department**: Accounting
- **Organization**: 010059
- **Hours**: 
- **Course Registration Number**: 
- **Comment**: 500 chars

**Total Pay**

The total pay amount will be calculated based on Pay Rate and Hours selections.

Each required field has a drop down menu for selection. It is important to pay careful attention to the menu options in order to ensure that the correct people are getting paid at the correct rate, at the correct time, from the correct org and for the correct amount.

**This is where most mistakes happen. When in doubt, call the Payroll department to help answer your questions prior to entering incorrect information.**

Once the Pay Record has been submitted, you will see a confirmation screen recapping the information you entered.
Adding a Pay Record – Intersession

From the menu of folders on the left side of the page, open the Payroll folder.

Once you select Add a Pay Record, you will see the following screen:

Add Intersession Pay Record

Start and End Dates will inform Payroll of which pay period the pay will be given.

Pay per Course will be calculated automatically based on the Pay Rate and the Hours of credit.
Once the Pay Record has been submitted, you will see a confirmation screen recapping the information you entered.

**Adding a Pay Record – Summer**

From the menu of folders on the left side of the page, open the Payroll folder.

Once you select Add a Pay Record, you will see the following screen:

**Add Summer Pay Record**

- **Summer**: 2011
- **Employee Type**:
  - Adjunct
  - Full Time
- **Department**: Please Choose
- **Organization Type**:
  - Default Department Org
  - External Grant
  - Internal Grant
  - Special Org

**IMPORTANT**: Select the correct type of org to pay the adjunct

Select the summer the adjunct will be teaching

Select whether adjunct or full time instructor

Select the department with whom the adjunct has contracted
Once you click Submit, you will see the following screen:

**Add Summer Pay Record**

Each required field has a drop down menu for selection. It is important to pay careful attention to the menu options in order to ensure that the correct people are getting paid at the correct rate, at the correct time, from the correct org and for the correct amount.

**This is where most mistakes happen. When in doubt, call the Payroll department to help answer your questions prior to entering incorrect information.**

Once the Pay Record has been submitted, you will see a confirmation screen recapping the information you entered.
Editing a Pay Record – Semester (Fall or Spring)

From the menu of folders on the left side of the page, open the Payroll folder.

At the following screen, search for the adjunct by name.

**Edit Semester Pay Record**

OR Type in part of the Last Name (% is wildcard) and click submit

OR Choose a Payroll and click submit

You will only be able to edit a Pay Record within an *open semester*. Once Payroll has locked the semester, you may no longer edit and will need to call Payroll to request any changes.

Click Edit on the Pay Record you wish to change.
Make any changes necessary on the following screen:

**Edit Semester Pay Record**

**Dean must be notified of any changes made**

- **Semester**: Fall 2011
- **Employee**: [Redacted] (10)
- **Pay Rate**: $680.00 (Master)
- **Start Date**: Full Semester
- **Adjunct Status**: Staff
- **Department**: Marketing
- **Organization**: 010065
- **Hours**: 3
- **Course Registration Number**: 12465
- **Comment**: [Blank]
- **Reason for Change**: [Blank]

**Start Date**
If IRR is selected, you will be required to enter a start and end date.

**Budget Information**
- **Available Budget**: $0
- **Total Pay**: $2040

Total Pay can only be calculated if budget has been assigned to the org in the Portal. If you need budget, contact your Dean and then Linda Sharp.

Once the edited Pay Record has been submitted, you will see a confirmation screen recapping the information you entered.

**SUPER IMPORTANT:**
If the semester is open and you need to change the instructor teaching the course, you MUST zero out the hours for the currently scheduled adjunct and enter a completely new Pay Record for the new instructor.

If the semester is open and you need to delete a Pay Record due to course cancelation, you MUST zero out the hours for the currently scheduled adjunct.
Editing a Pay Record – Intersession/Study Tours

From the menu of folders on the left side of the page, open the Payroll folder.

Click on the type of semester in which the adjunct will be working

You may now Add, Edit or View a Pay Record

At the following screen, search for the adjunct by name.

Edit Semester Pay Record

OR Type in part of the Last Name (% is wildcard) and click submit

| Submit Query |

OR Choose a Payroll and click submit

Please Select a Semester | Submit Query |

You will only be able to edit a Pay Record within an open semester. Once Payroll has locked the semester, you may no longer edit and will need to call Payroll to request any changes.

Click Edit on the Pay Record you wish to change.
Make any changes necessary on the following screen:

**Edit Intersession Pay Record**

- **Employee:** [Redacted]
- **Degree:** Master
- **Department:** Four Star Bilingual
- **Course Registration Number:** 8888
- **Start Date:** 12/01/2011
- **End Date:** 12/23/2011
- **Pay per Course:** $560
  
  9999

**Comment:**

500 chars

Submit

Once the edited Pay Record has been submitted, you will see a confirmation screen recapping the information you entered.

**SUPER IMPORTANT:**

If the semester is open and you need to change the instructor teaching the course, you MUST zero out the Pay per Course for the currently scheduled adjunct and enter a completely new Pay Record for the new instructor.

If the semester is open and you need to delete a Pay Record due to course cancelation, you MUST zero out the Pay per Course for the currently scheduled adjunct.
Editing a Pay Record – Summer

From the menu of folders on the left side of the page, open the Payroll folder.

Click on the type of semester in which the adjunct will be working

You may now Add, Edit or View a Pay Record

At the following screen, search for the adjunct by name.

Edit Semester Pay Record

OR Type in part of the Last Name (% is wildcard) and click submit

Submit Query

OR Choose a Payroll and click submit

Please Select a Semester [ ] Submit Query

You will only be able to edit a Pay Record within an open semester. Once Payroll has locked the semester, you may no longer edit and will need to call Payroll to request any changes.

Click Edit on the Pay Record you wish to change.
Make any changes necessary on the following screen:

**Edit Summer Pay Record**

*Dean must be notified of any changes made*

- **Summer:** 2011
- **Employee:** [Redacted]
- **Start Date:** Full Semester
- **Adjunct Status:** returning
- **Department:** Modern Language
- **Organization:** 010073
- **Hours:** 4
- **Hourly Pay:** $680.00: Master
- **Course Registration Number:** 33792
- **Comment:**
  - [500 chars]
- **Reason for Change:**
  - [500 chars]

Once the edited Pay Record has been submitted, you will see a confirmation screen recapping the information you entered.
Printing a Report

From the menu of folders on the left side of the page, open the Payroll folder.

- Click on the type of semester in which the adjunct will be working
- Select the Reports page
Once you have selected the Reports page, you will see the following screen:

You may now choose the search factors for your report based on the drop down menu options.

Typically you should have access to the most recent 6 semesters, including the current one.

Be sure to include all relevant org types in your search.

Click on the PDF button to generate your report after you have selected your search factors.