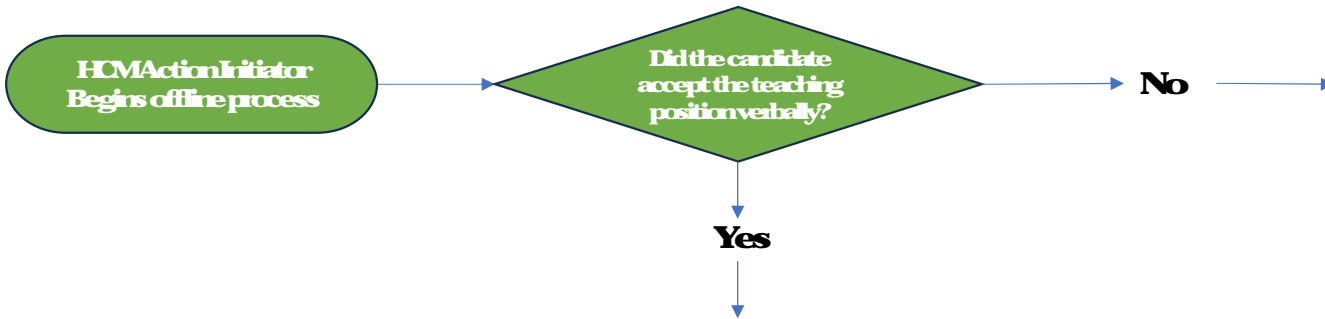


# How Direct Hire – Process FlowChart

The **Direct Hire** Contract process should be utilized when Adjunct Faculty are teaching in an upcoming semester and have **never been employed by the University** at any point in time. The offline process below is essentially a data collection process to make the technical process in Workday easier and more efficient.

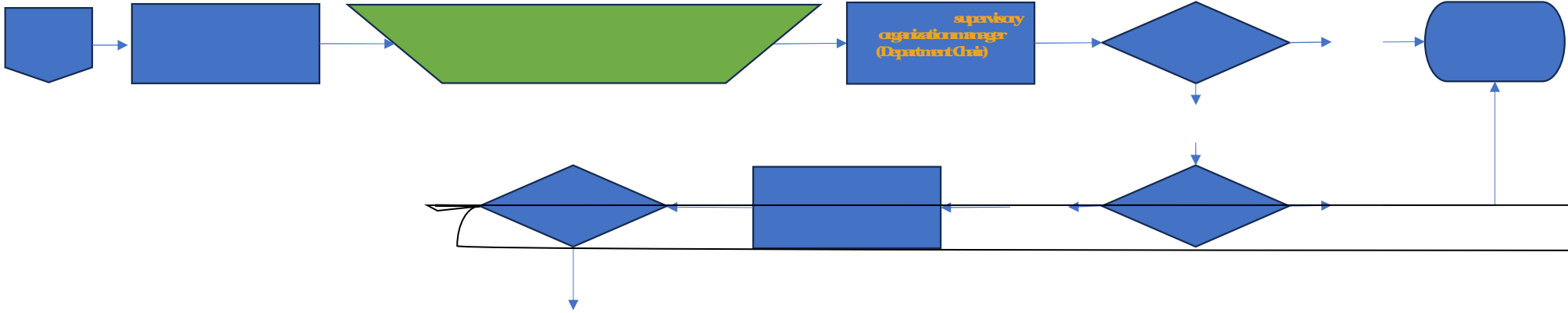


# How Direct Hire – Workday Process

The **Workday process** below is how the technical process of hiring an Adjunct faculty employee that has never been employed by the University at any point in time is conducted

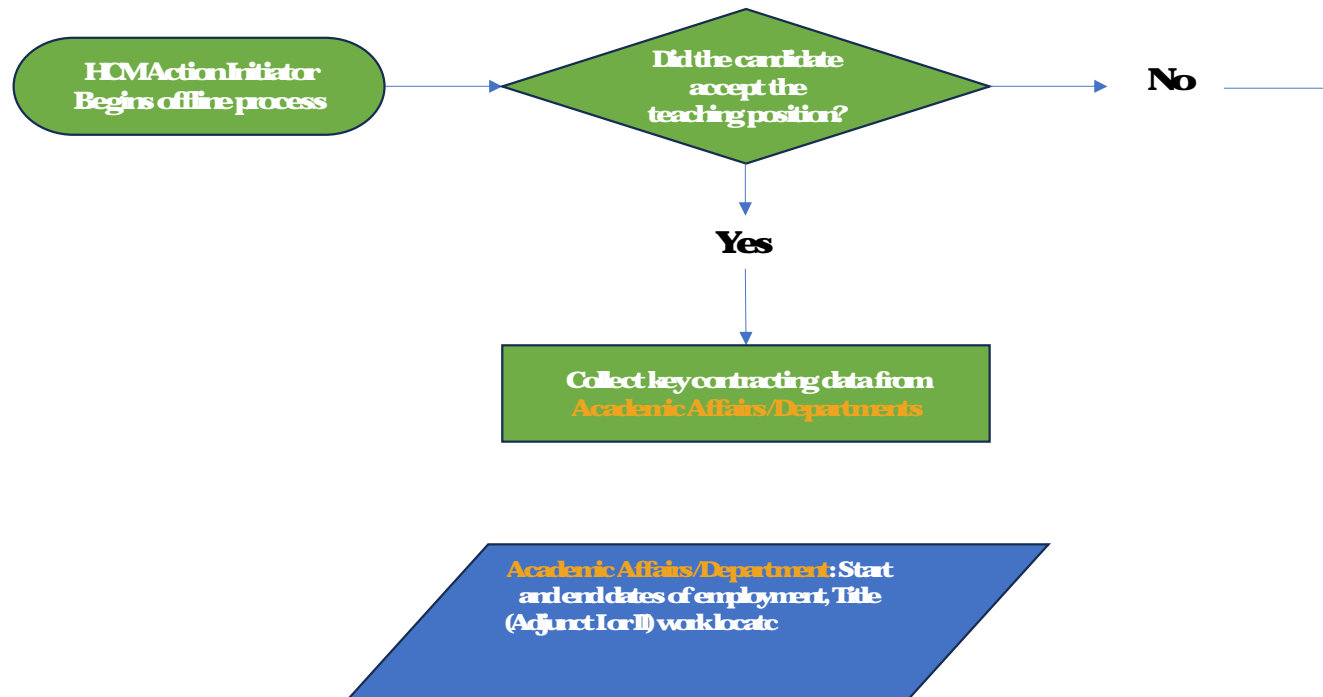


# How Direct Hire – Workday Process Cont.



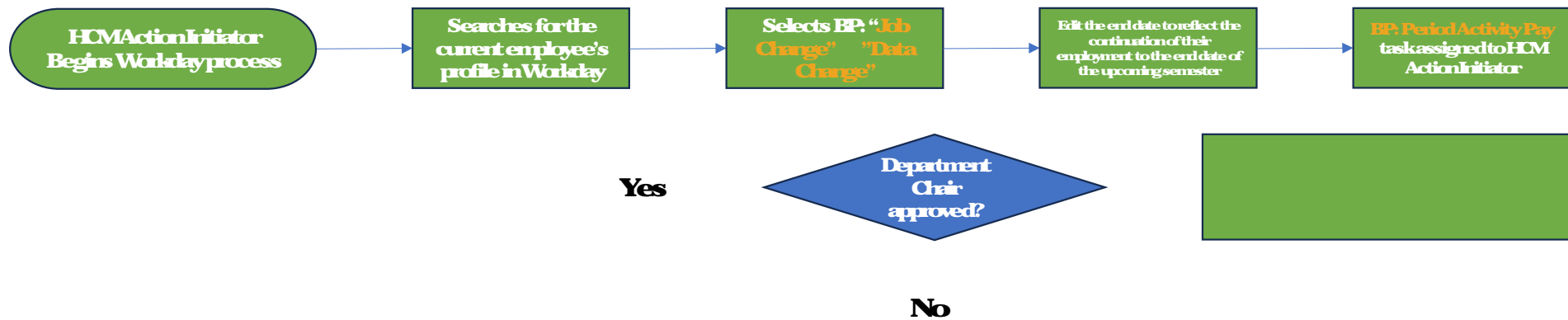
# How Contract Renewal – Offline Process

The offline process below is essentially a data collection process to make the technical process in Workday easier and more efficient.



# How Contract Renewal – Workday Process

The Contract Renewal process should be utilized when Adjunct Faculty are teaching in an upcoming semester and are currently employed by the University.



# How Contract Renewals – Workday Process Cont.

