

Message re: adjunct faculty provisioning changes

Subject: Provisioning for P14 adjunct faculty

To: HR Advisory Committee, HR Practitioners, and the Division of Human Resources

HR colleagues,

Human Resources (HR) has partnered with Information Technology (IT) to address provisioning and deprovisioning for adjunct faculty.

Beginning **May 3, 2024**, IT is implementing an automatic 120-day grace period for some adjunct faculty appointments. Specifically, this change applies to adjuncts in the 9A – Instructional Adjunct in the Banner system, also called P14 teaching adjuncts.

How access will work after implementation:

Historically, this group of adjuncts have not had access to their email before or after their employment start/end date. With the automatic grace period, this will extend access for eligible existing P14 faculty to email, Google Drive, and M365 services for an additional 120 days to bridge gaps between periods of employment.

Additionally, IT will provision services when an adjunct faculty becomes a pre-hire, which happens once the department enters the PAF for the adjunct. The PAF can be done up to five-and-a-half (5 ½) months prior to the start date.

As an example of how these changes will work: An adjunct job for fall semester ends on Dec. 24, 2024. The grace period will carry access through April 23, 2025. The new fall position starts on Aug. 10, 2025, so the PAF for fall can be entered starting around Feb. 25, 2025. This should ensure continued system for the adjunct.

Note, any job in Banner that does not receive pay for six (6) months automatically terminates, so it will be important to think through situations where a grace period may be in place, and where the PAF will not get caught in the automatic sweep.

These changes **do not** impact Banner access for recording grades, which will continue and follow existing deadlines for course management, or Canvas access to course content, which will continue for one year beyond the end of the semester.

HR process changes with implementation:

With these changes, it will **no longer be necessary** to request P86 (non-employee) status for adjuncts who will be teaching. The provisioning and deprovisioning process outlined above should give adjuncts the necessary access to do their job in a timely manner.

Additional hiring and other HR-related actions to keep in mind:

- Most adjunct hiring is completed at the department level. Access will be based on timely entry by the hiring department.

- Early entry does not change the employment requirements such as completing a conviction check before starting work, completing both sections of the I-9 within the designated timeframes, and other requirements.
- If a department does the early entry for an adjunct, then plans change and the person will not be working as entered, the department must contact the HR Service Center to terminate the job, otherwise the person will be paid as originally entered.

IT has communicated this change within their teams. Other than the HR P86 process change and other hiring reminders, no action is needed by you to enable the grace period on behalf of eligible faculty. The administration of the grace period will be handled automatically by IT.

Please contact your HR Director or HR Generalist if you have questions.