Fac4d_First Adjunct Appointment: Adding a Contingent Work Relationship

Overview

- This job aid is intended for a HCM Initiator.
- This job aid is intended for when you need to add an **Adjunct/Unpaid faculty appointment** to someone who already exists in iO as a paid Employee or Retiree, but without an existing **Contingent Worker assignment**. Examples:
  - Professor Emeritus (Nonworker work relationship), now adding active Adjunct appointment (Contingent work relationship)
  - Director (Employee work relationship), now adding active Adjunct appointment (Contingent work relationship)
- Remember, for faculty jobs, appointments fall into these categories:
  - **Employee** = paid
  - **Contingent** = active unpaid (adjunct)
  - **Nonworker** = retiree (emeritus)
- In order to have an assignment (appointment) in one of those categories, the person has to first have a **Work Relationship** for that category.
  - **Notes about students:**
    - All students have a **Contingent** work relationship as students.
    - They may also have an **Employee** work relationship, if they receive pay as a student worker, RA or TA.
    - Grad students who **teach as IOR (Instructor of Record)** must be set up for that assignment as **NTT faculty**.

Table of Contents

Page 2: Does This Person Need a New Contingent Work Relationship?
Page 2: Add a Contingent Work Relationship
1. Does This Person Need a New Contingent Work Relationship?
   a. Under the My Client Groups tab on the home page, click on the New Person tile.
   
   ![Image of a person management screen with a red circle highlighting the New Person tile.]

   b. Do a person search. In the results, scroll all the way over to the right.
      i. In this example, we can see that this person already has two work relationships: Employee and Nonworker.
      ii. But they don’t have any Contingent work relationship, so we know that we have to Add a Work Relationship.

2. Add Contingent Work Relationship

   1. Scroll back to the left, and hover over the faculty name in the search results until an orange icon with three white dots appears. Click on the orange dots.

   ![Image of a person management screen with a red circle highlighting the Person Management button.]

   2. In the popup box, select Personal and Employment in the left column, then Create Work Relationship in the right column.
1. Under the **Basic Details** section enter the data for the following fields:

![Basic Details](image)

a. **Start Date**: Use the calendar icon to select an effective date for the new contingent work relationship.
   - **Action**: Add Contingent Worker Relationship
b. **Action Reason**: Adjunct Appointment
c. **Legal Employer**: William Marsh Rice University LE
d. **Worker Type**: Contingent Worker (will autofill)

2. Click Next twice till you get to the **Employment Information** page, then scroll down to the **Assignment** section and edit these fields:

![Assignment](image)

a. Leave **Assignment Number** blank; it will autofill.
b. **Business Unit**: GENERAL
c. **Person Type**: Will autofill as Contingent Worker
d. **Assignment Status**: Active – No Payroll
e. **Projected End Date:** End date of the adjunct appointment

3. In the **Job** section, complete these fields (Blue indicates fill as appropriate for this adjunct assignment; red indicates that for this type of action, these will always be this answer):

![Job section form](image)

4. Click **Next** twice, till you come to the **Review** page. Review and **Submit**.