

**BUSINESS PROCEDURES**  
*Adjunct Orientation*

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Office Hours: Monday through Friday, 8am to 5pm.

**GETTING PAID**

1. Adjuncts do not receive timesheets.
2. Pay is received on the **first working day** of each month. The University utilizes a direct deposit payroll system.
3. If you are new to the university, your first month's pay may come in the form of a manual check. If it does, the Student Business Services Office will e-mail you asking you to pick up. Your check may be picked up at Student Business Services office in SSCB 1.103. Any payroll checks not picked up by the 10<sup>th</sup> of the month will be mailed by COE Business Office.
4. Your contract rate is split into 5 equal payments, which will be issued the first working day of the month, October through February. For spring, the 5 equal payments will be issued the first working day of the month, February through June. For TRS return to work retirees, the pay is split into 4 equal payments for the fall semester starting October 1 and 5 equal payments for the spring semester starting February 1. Summer pay will be paid the first working day of the month following whatever month you are predominately teaching.
5. You will not receive a statement of earnings; you will need to access your earnings statement electronically through P.A.S.S.
6. If you have an address change, please make the change in P.A.S.S. and notify your secretary and the associate dean's office.

**CLERICAL SUPPORT**

1. Your secretary is your first and best source of information.
2. Your secretary has sent or will be sending you their work schedule. Due to budget constraints, the College Business Administrator must approve their overtime in advance. Please submit your work requests with sufficient lead-time for the secretary to schedule and complete it among her many other responsibilities and within normal working hours.

3. Please be sure to provide your secretary with contact information (i.e. e-mail address, cell and home phone numbers) and your syllabi.

### **PARKING**

1. Please follow the instructions below to purchase your permit.
  - 1) Go to the University's home page
  - 2) Type in UHCLPARKING.T2HOSTED.COM in the address bar – Hit enter
  - 3) Click on your University classification (Employee/Student)
  - 4) Log In I.D – same as your daily campus user I.D to log into your computer
  - 5) Password – same as you daily password to log into your computer
  - 6) Click on “Log In” button
  - 7) Click on Purchase Permits(s)
  - 8) Follow the command prompts accordingly
  - 9) At the “ View Cart” page, please select payment method using the drop down screen
2. Parking codes may be requested for guest speakers to park in Lot R at no charge. The form to request the code is found on the COE homepage. Please give us at least one week advance notice when requesting a code. The code will be sent to you, and you will be responsible for giving it to the guest.

### **EMPLOYEE ID (optional)**

Picture IDs are necessary for library privileges and bookstore discounts.

### **COPIERS**

1. Your secretary will provide you with a copy code that can be used on the copier in your assigned suite.
2. Please keep food and drinks away from copiers.

### **KEYS**

1. If you need access to your assigned suite or another suite after 6:00 PM, please let your secretary know. She will submit the request to the Dean's secretary. Access to B1125 & B1321 will be via access cards. Access to other offices, will be by key. Lois Lewis (X3529) will be taking care of access in the Arbor Bldg.
2. Turning in keys/access cards: Should you lose a key/access card, you will be assessed a \$5 fee. At the end of your employment, keys should be turned in to the Police Department, and access cards will be turned in to the Dean's secretary. This removes you as a responsible party should there be future liability for related access; it also minimizes our having to install new locks on the doors.

## **TRAVEL**

For those of you who will be receiving reimbursement for travel or mileage, completed Travel Authorizations (TAs) **must** be submitted **before** the trip is taken. Blanket Mileage will no longer be given. You will be reimbursed up to the per diem rate. After the trip, you must submit your itemized receipts, including meal receipts and an expense log to the Travel Department for reimbursement. The Travel Authorization form and expense log can be found on the Travel Office website. Your secretary can assist you with the travel process. All TAs must include your original signature. Expense logs for travel reimbursements must be submitted no more than 60 days after the end of the trip. Expense logs submitted later than that will be reimbursed through payroll, and taxes will be withheld from the funds.

## **OTHER**

All reimbursements (both travel and expense) will be made through direct deposit. Please be sure to set up direct deposit for this in the Accounts Payable section of P.A.S.S. This is separate from your direct deposit enrollment for payroll.

**BE SURE TO CHECK YOUR CAMPUS E-MAIL!**