ADJUNCT DATABASE OVERVIEW

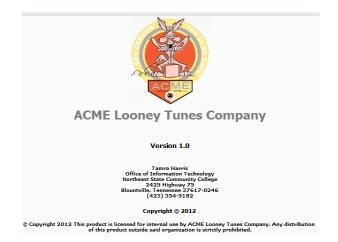
- ❖ Deans staff classes. ❖ Faculty assignments are entered by divisions using Banner. ❖ Evening Services data entry of personnel directory and file information (both in Banner and the Adjunct Database system) are merged to connect the adjunct database system to Banner. Once staffing is completed an ACCESS table within the adjunct database combines all course and personnel information to provide a mechancism to aid with contract creation.
- Using the generated Access table, the payroll dates (outside of part-of-term, ending early, starting late, etc.), course information, and non-standard per credit hour rates are adjusted/edited as needed. Other editing/additions, such as special notations, are completed.
- *Payroll Information Sheets are generated, verified, and a working copy e-mailed to payroll to begin processing for payment. FLAC Contracts are generated during this timeframe as well.

Contracts made available to adjunct for signature no later than 13 days after the last day to add a class.

Electronic adjunct contract acknowledgments are obtained. Signatures are required by a specified date to allow sufficient time for payroll processing and direct deposit timelines--Generally the 20th of each month. A comprehensive spreadsheet is created and approved by deans, Assistant VP of MCP, and the VP of AA for the President. Signed approval sheets are forwarded to Payroll for verficiation purposes.

❖ During the semester, if the amount of a contract "increases", due to class assignment changes, a revised Information Sheet is generated for Payroll, the amount prorated/adjusted, and a spreadsheet of the "changes" created for approvals. ❖ Various reports are created using the Adjunct Database semester generated tables to include: mailing, address and phone listing, payroll summary, cost reports, etc.

DATABASE OVERVIEW





ADJUNCT FACULTY SYSTEM MAIN MENU

Find Faculty Info

Action Items

Print Reports

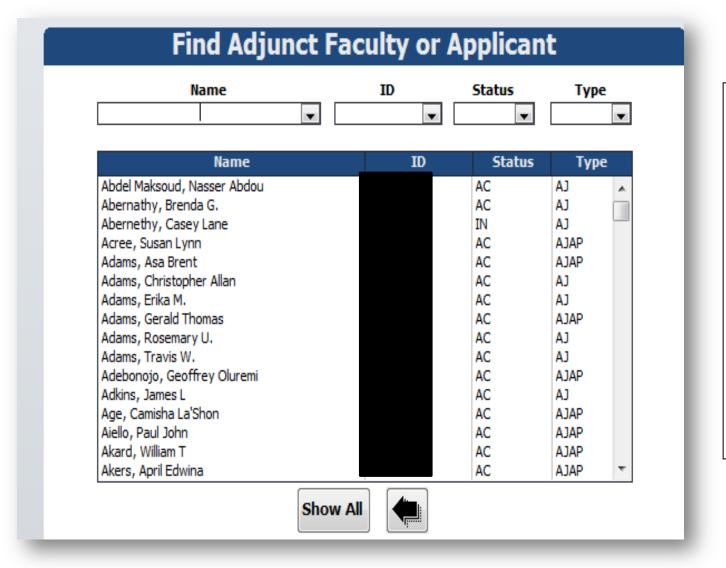
Maintenance



The database consists of four primary menu items for data entry of applicants, tracking and maintaining employee records, contract generation/reporting and general maintenance of the database tables.

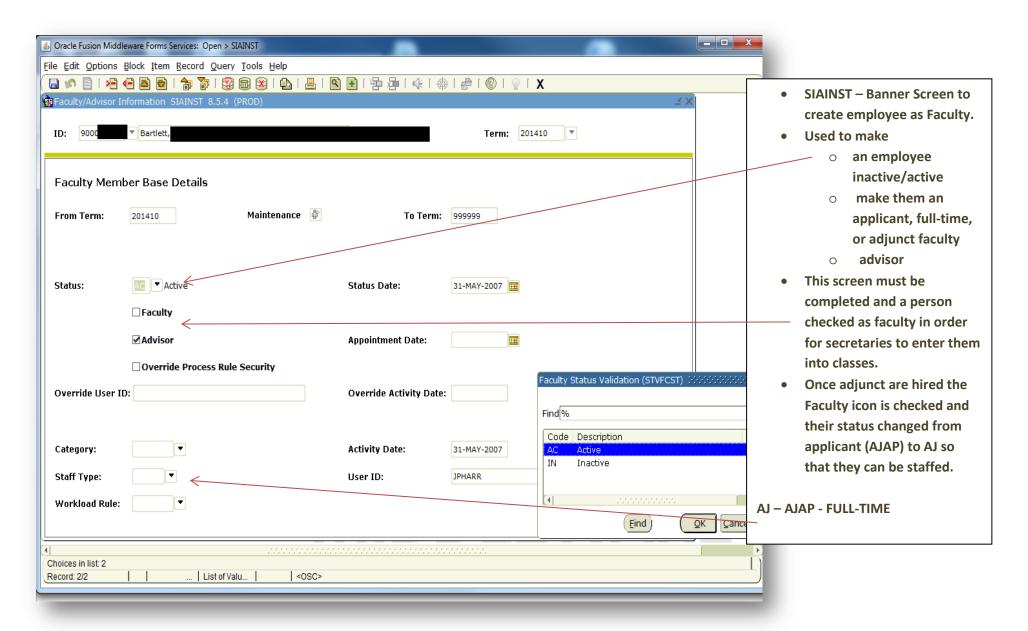
FACULTY INFORMATION MENU

FIND FACULTY INFO MENU ITEM



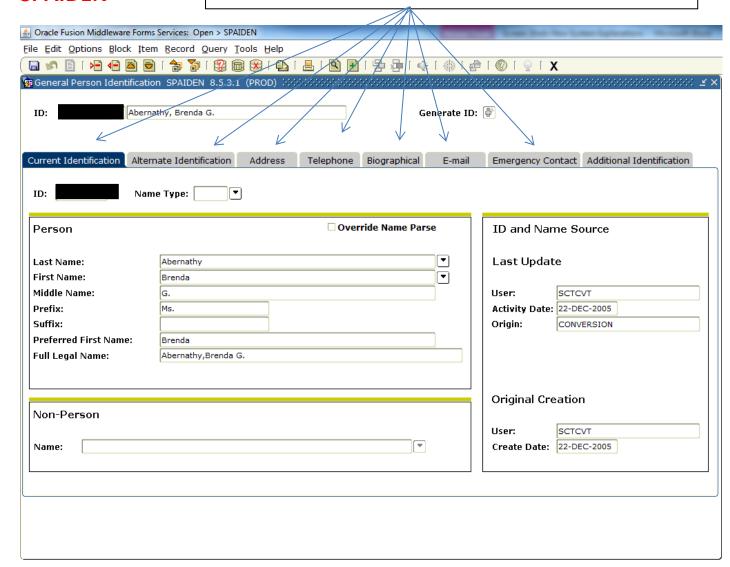
All Applicants
(inactive/archived and
active) and whether they are
classified as AJ: Current or
past adjunct, AJAP:
Applicant, and it does show
FT for Full-time because this
information is being pulled
from Banner SIAINST.
Status and Type are pulled
from the following Banner
data entry on SIAINST (see
next example).

SIAINST



SPAIDEN

ENTER DEMOGRAPHIC INFORMATION

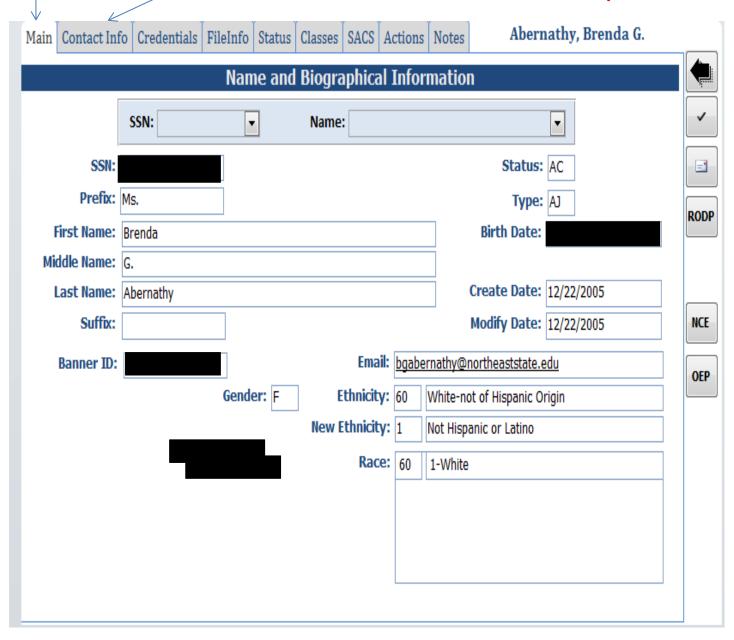


Generate new Banner ID/record for new applicants or update an existing database record to establish a new adjunct employee.

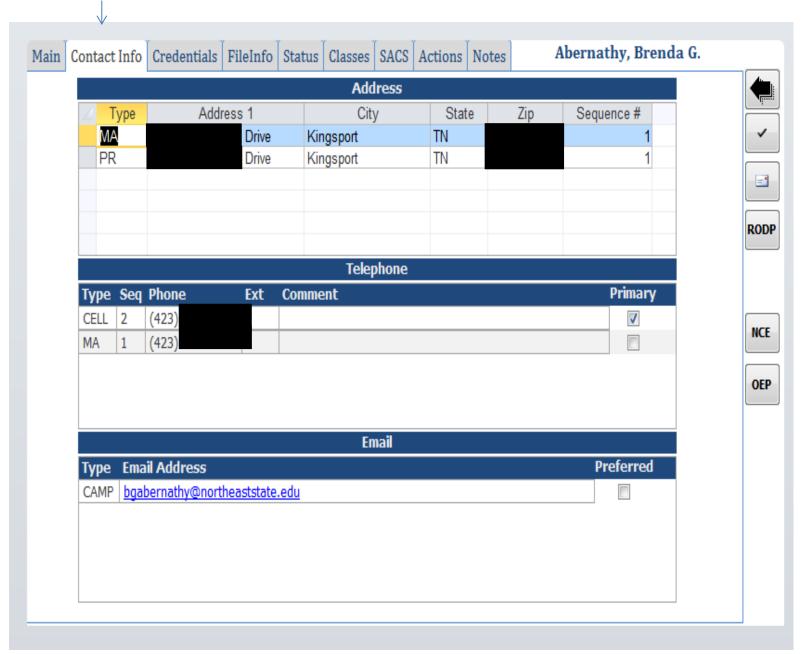
This Banner information is linked to the ACCESS Adjunct Database providing live data in the adjunct system and affording the efficiency of updating the information only once in Banner. This prevents duplication and errors.

See following screen shots of Adjunct System utilizing Banner data.

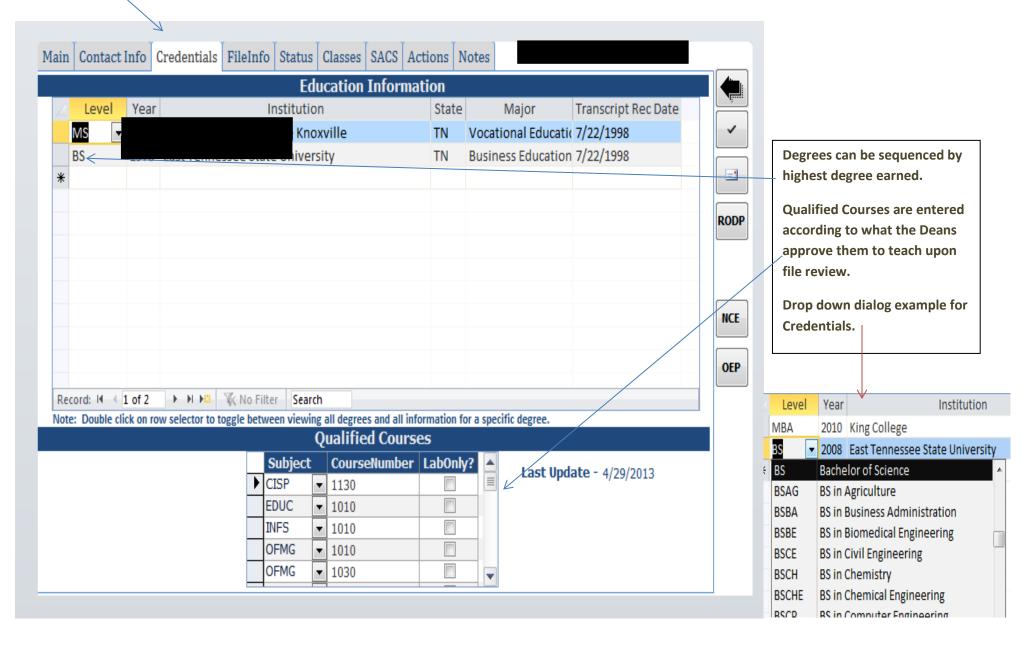
MAIN and CONTACT TABS - Information is live from Banner (ENTERED IN SPAIDEN)



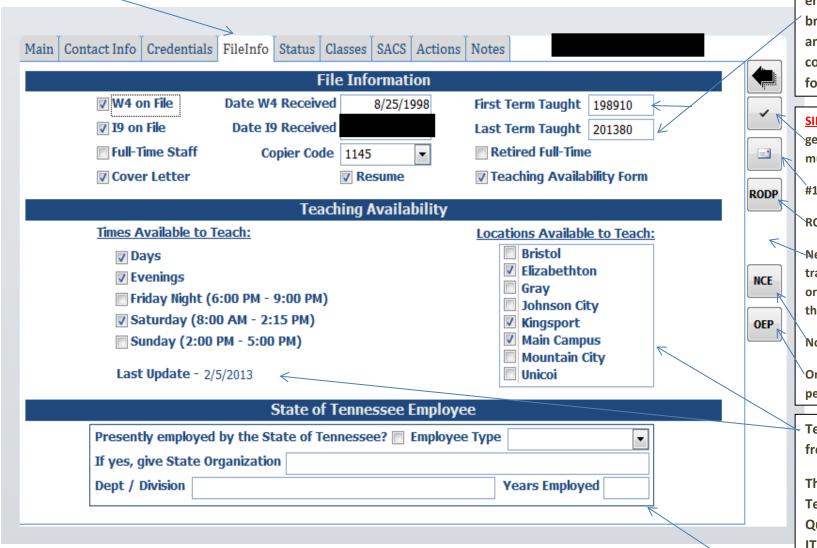
CONTACT Information - Live Banner Data



CREDENTIALS are entered in ACCESS



FILE INFO - Primarily entered in ACCESS



First Term Taught is a manual entry. Last Term Taught is brought in through Banner and is triggered when a contract is printed or e-mailed for the first time.

SIDEBAR ICONS: Approval Letter generated w/info pulled from multiple screens.

#10 envelopes

RODP interest letter

Needs icon appears, if we lack transcripts, cover letter, resume or teaching availability form so that we can mail them a letter.

Note Card Envelope

Oral Proficiency Form for personnel file. SEE EXAMPLES

Teaching availability entered from applicant materials.

The batch semester online
Teaching Availability
Questionnaire is imported by
IT to update those that
complete the form during the
semester.

DUAL SERVICE Example Below

State of Tennessee Employee Presently employed by the State of Tennessee? ☑ Employee Type Salary (Exempt) If yes, give State Organization Tennessee Department of Labor and Workforce Development Dept / Division Tennessee Department of Labor Years Employed 25

Dual Service Contract vs. Regular Adjunct Contract is determined using the information keyed here.

If this information is completed, a Dual Service Contract is merged with generated table to produce the contract.

APPROVAL LETTER EXAMPLE

Dear Ws. Brenda Abernathy:

Thank you for your interest in teaching at Northeast State Community College. Your application and accompanying professional credentials have been reviewed by the appropriate academic personnel. The following decision(s) have been made concerning your application:

Your credentials meet the requirements established by the Southern Association of Colleges and Schools, Commission on Colleges. As a result, you are qualified to teach: INFS 1010 (Computer Applications); CISP 1130 (Computer Spreadsheets); OFMG 1010 (Keyboarding); OFMG 2020 (Proofreading/Editing Business); EDUC 1010 (College Success); OFMG 1030 (Document Processing I); OFMG 1250 (Intro Desktop Publishing).

Following course assignments for full-time faculty, academic personnel review the approved pool of adjunct instructors to staff the remaining courses each semester. Finalization of adjunct teaching assignments are subject to the course(s) having sufficient enrollment and/or other administrative considerations. Adjunct faculty members are contracted as needed. If you are selected to teach, a pre-employment interview may be arranged by Mr. Danny Lawson, Academic Dean of Business Technologies; Dr. Xiaoping Wang, Academic Dean of Behavioral and Social Sciences.

If you have questions or need to update your academic, professional or personal information, please contact the Division of Evening and Distance Education at EveDistEdu@NortheastState.edu or phone 423.354.5109.

Sincerely,

NOTE CARD EXAMPLE

Dear Adjunct Faculty Applicant,

Thank you for your interest in becoming an adjunct faculty member at Northeast State Community College. We are pleased that you would consider Northeast State a place you would like to work.

Your application was received on ______. If additional documentation is needed to complete your file, we will contact you. Otherwise, the review process should be complete in 6-8 weeks at which time you will receive notification of your teaching qualifications.

Once again, thank you for your interest in Northeast State.

Sincerely,

INFORMATION NEEDED LETTER EXAMPLE

November 21, 2013



Dear Ms. Tammy Lloyd

Thank you for your **adjunct applicant** information and for your interest in teaching as an adjunct faculty member at Northeast State. In order to complete your adjunct file for the academic dean to review, please submit the following documentation listed below:

- *Official Transcript -- MBA 2010 King College
- Cover Letter

If the above list includes transcripts as being needed, then please note: **Official transcripts must have college seal and may not read "Issued to Student."

Please either complete the enclosed form(s)or submit the required documentation to the Office of Evening and Distance Education. You may mail it to my attention or drop the completed forms/documentation off at the Main Campus in Blountville, Faculty Building, room F100 during the day or room T101 with Tammy Bartlett or Sandy Baker in the evening hours. It is *very important* that we have the requested information to complete your file.

Thank you in advance for completing the application process. Should you have questions, please feel free to contact us at 423.354.5109 or by email at EveDistEdu@NortheastState.edu.

Sincerely,

ORAL PROFICIENCY FORM EXAMPLE



We're here to get you there

CERTIFICATION OF FACULTY PROFICIENCY IN ORAL ENGLISH

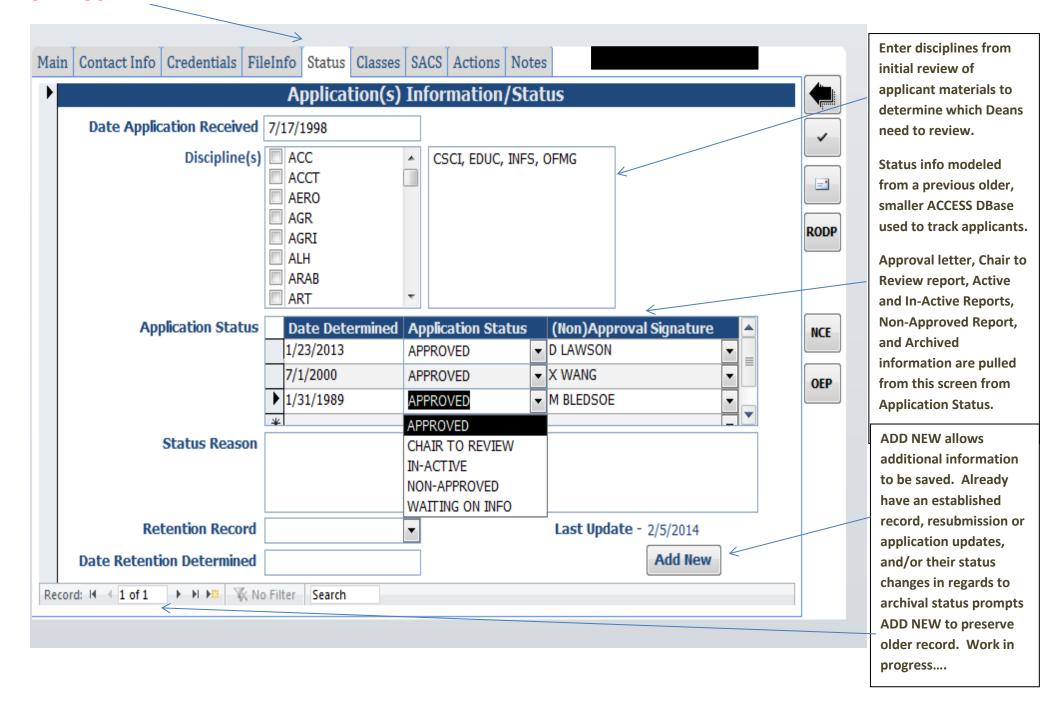
Instructions:

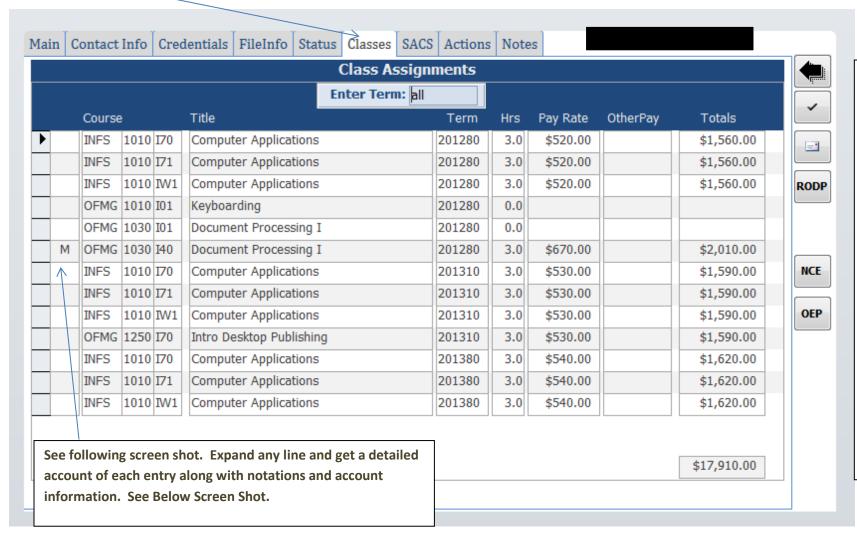
- In compliance with TBR Policy No. 5:02:01:03, this certification form is to be completed for each individual appointed to a teaching position or recommended for tenure. TBR Policy states that at a minimum a candidate shall demonstrate:
 - A) An ability to speak and write English clearly;
 - B) An ability to understand written and spoken English; and
 - C) An ability to communicate effectively in an academic environment (for example, previous successful employment in an academic institution).
- This certification form is to be initiated by the Division Dean/Department Head and signed by appropriate academic officers. The completed form will be filed in the appointee's personnel file.

Name: AMBIY LANNY LLOW	
Position: Adjunct Faculty Member	
The undersigned certify that in our opinion the appointee can students in the English language.	communicate effectively with
Dean	Date
Assistant Vice President for Evening and Distance Education	Date
Vice President for Academic Affairs	Date



STATUS

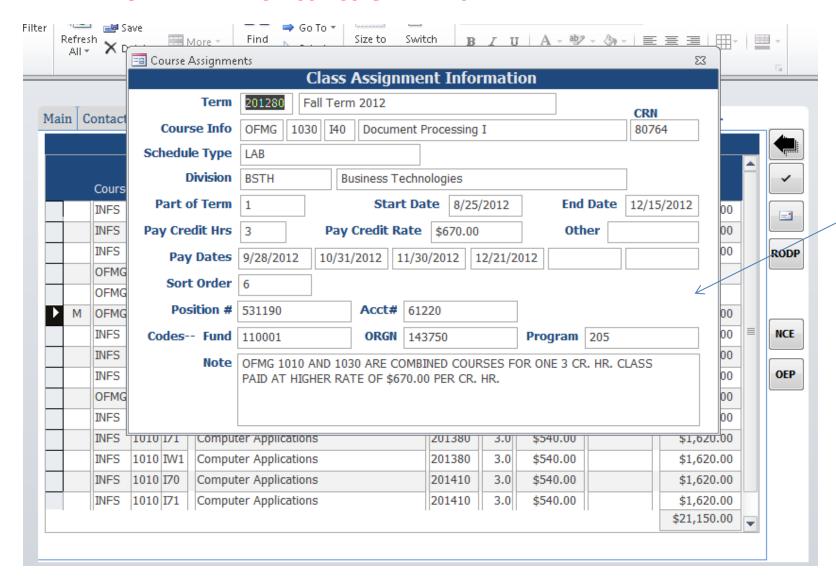




Comprehensive listing of all courses taught beginning fall 2012. Data is pulled from Generated course tables pulling amounts and courses as they are actually paid, along with a grand total. Searchable by semester or by "all" courses taught.

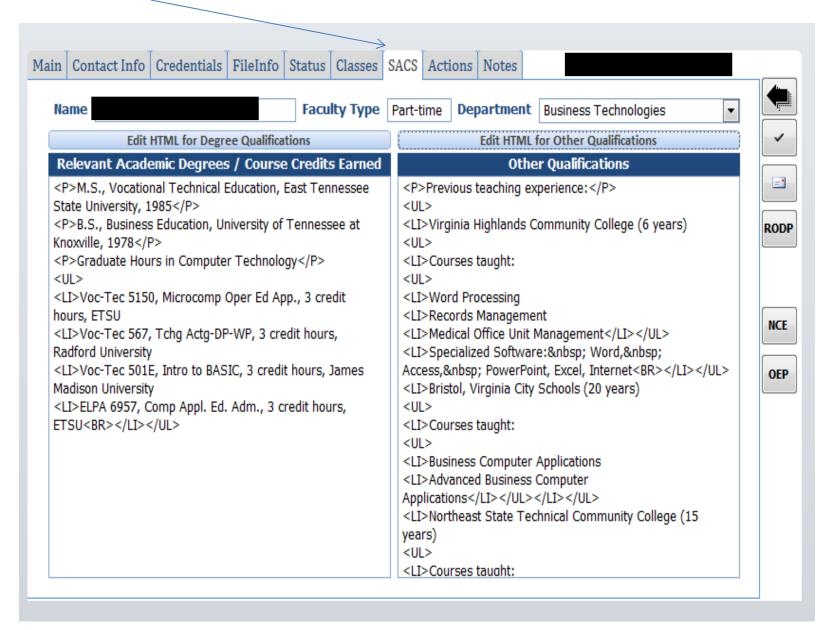
All data prior to fall 2012 is in the Historical Dbase; however, the Historical Dbase is not a true record of courses taught because of limitations within the old Adjunct System.

EXAMPLE OF DETAILED CLASS ASSIGNMENTS - EXPANDED VIEW



Expand any line and get a detailed account of each entry along with notations and account information as shown here.

SACS DATABASE

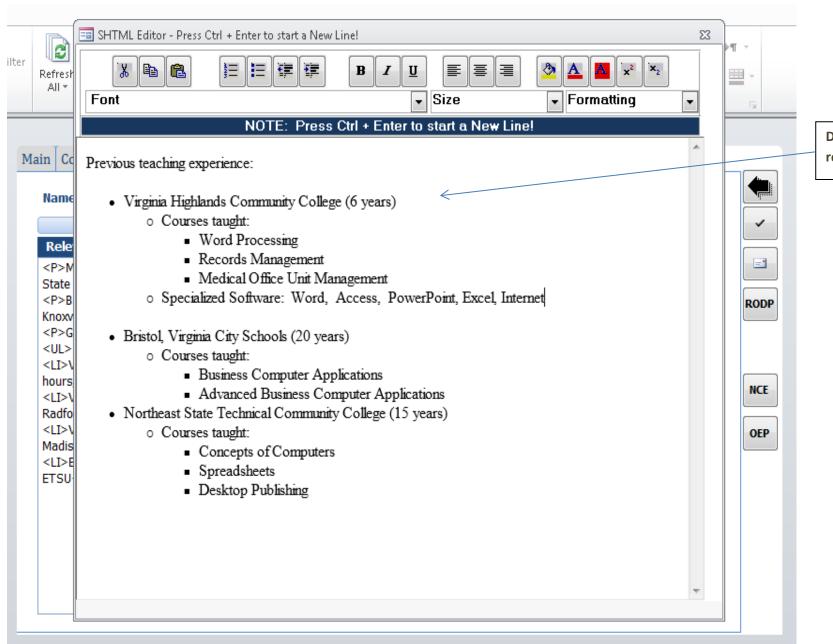


This data entry is linked directly to Institutional Effectiveness's SACS DataBase and is live data entry into IE's Dbase.

Department is determined by majority of courses assigned within a particular division.

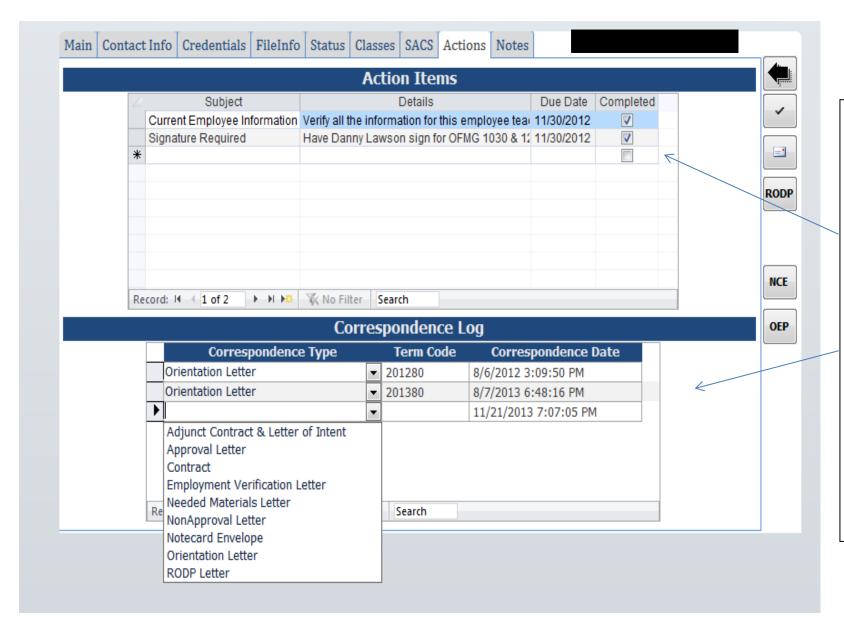
This screen displays the HTML of the data entry. Click on the Edit HTML for the actual data entry editor. See editor on the next screen shot.

SACS DATABASE WYSIWYG EDITOR



Data keyed in the format required for the IE forms.

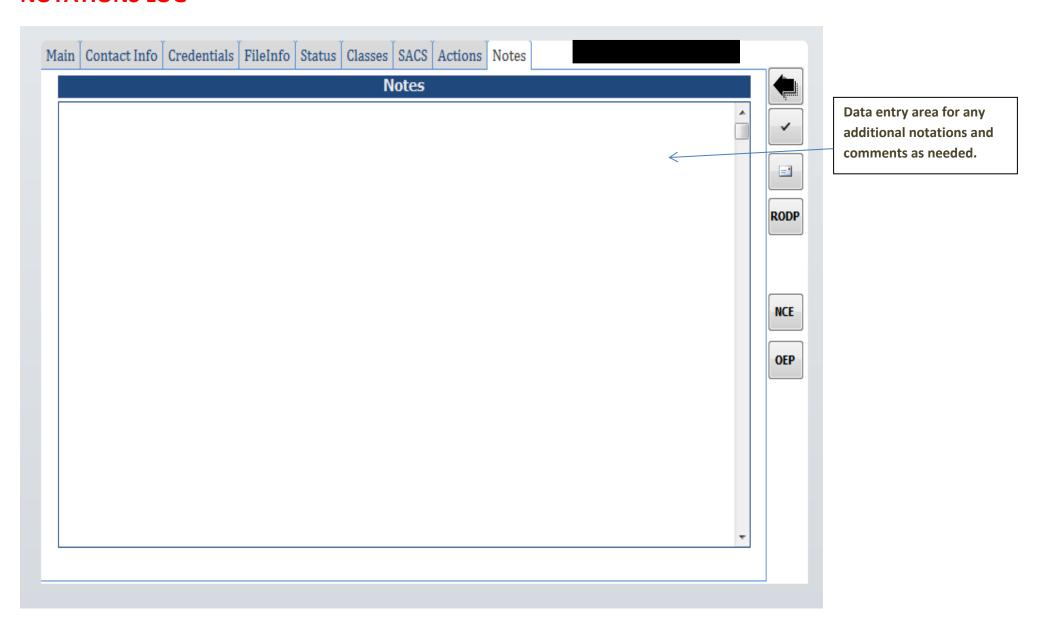
ACTION ITEMS and CORRESPONDENCE LOG



Action: Data entry for information to be reminded to do or actions to be completed. Action Report and reminders are produced from this screen.

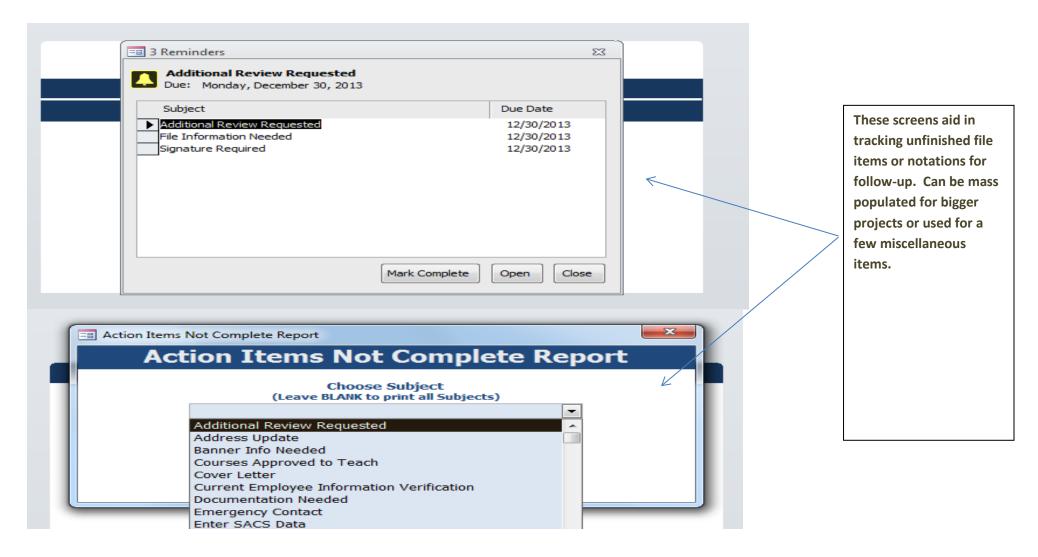
Correspondence Log:
Automatically populates
when the sidebar icons
are used along with date
stamp, as well offers the
ability to manually enter
other documentation that
is mailed as needed;
includes drop down dialog
for commonly used types.

NOTATIONS LOG



ACTION ITEM MENU

ACTION ITEMS REMINDERS AND REPORT



ACTION ITEM REPORT

Total Number of Action Items Not Completed:

Action Items Not Completed Report Subject Details Due Date Person January 2013 1/30/2013 Courses Approved to Teach Have S. Rowell approve for ELEC courses taught Total Number of Action Items Due in January 2013 Not Completed: 1 February 2014 File Documents Needed Need official NYU transcript 2/14/2014 Total Number of Action Items Due in February 2014 Not Completed: 1 December 2013 File Information Needed ETSU, transcript, electrical certifications, and 12/30/2013 licensure needed Total Number of Action Items Due in December 2013 Not Completed: 1

Printable Report that
can provide information
to a specific Dean that
includes notations for
them as they are
reviewing files and
provide a
comprehensive listing as
needed.

REPORT

REPORT MENU

Term Reports

Term Reports for Individual

Action Items Not Completed

Application Status - Active

Application Status - Inactive

Applications Under Review

Degrees and Experience

Qualified To Teach



ACTIVE ADJUNCT FACULTY REPORT

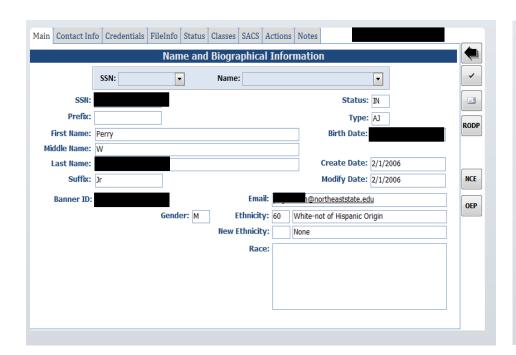
Application Status for Active Adjunct Faculty Report

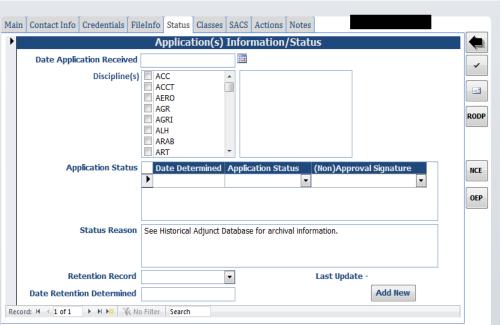
Person	Application Date	Last Taught	Chair	Disciplines
	Al	PPROVED		
Abdell	4/29/2013	201410	D LAWSON	CISP, INFS
Aberna	7/17/1998	201410	M BLEDSOE	CSCI, OFM G
Acree,	6/14/2007		X WANG	EDUC
Adams	4/29/2011		X WANG	POLS
Adams	11/23/2009	201210	C McCRACKEN	BIOL
Adams	12/6/2004	201210	X WANG	EDUC
Adams	11/25/2013		M BLEDSOE	BSMG, INTC, QUAL
Adams	2/15/1994	201350	W WILSON	ARTH, ARTP
Adams	2/15/1994	201350	W WILSON	ARTH, ARTP
Adams	12/11/2013	201410	S ROWELL	WELD
Adkins	8/27/2012	201310	S ROWELL	INTC
Age, Ca	7/7/2010		X WANG	DSPS, EDUC
Aiello,	10/22/2007		X WANG	CRMJ
Akard,	12/1/2006		M BLEDSOE	ELEC
Akers,	2/10/2008		X WANG	DSPS
Akers,	2/10/2008		X WANG	DSPS
Albee,	1/14/2010	201210	M BLEDSOE	DRAF
Albrigh	8/25/2008	201280	X WANG	GEOG
Aldrich	2/4/2008		X WANG	EDUC
Allen, (6/29/2007		W WILSON	ENGL
Allen, J	10/19/2000		M BLEDSOE	ELEC
Allen, 1	10/4/2006	201310	W WILSON	PHIL
Allen, \	7/12/2010	201350	M BLEDSOE	ELEC
Alley, E	12/3/2013	201410	C McCRACKEN	BIOL
Allison	6/5/2008		W WILSON	ART
Alonzo	3/26/2009		W WILSON	MUS
Amato, sess,	3/19/2013	201410	C McCRACKEN	BIOL

INACTIVE ADJUNCT FACULTY REPORT

Application Status for Inactive Adjunct Faculty Report

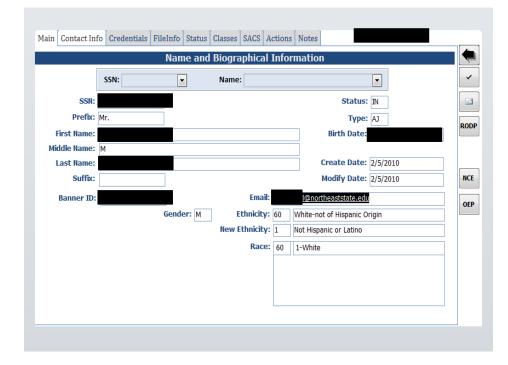
Person	Application Date	Last Taught	Chair	Disciplines
	Al	PPROVED		
Arringto	12/12/2000		M BLEDSOE	ELEC
Bessa, Y	7/2/2012		X WANG	SOCI
Bray, Br	4/29/2010	201110	M BLEDSOE	ELEC
Byrge, N	7/26/2011	201180	W WILSON	ENGL
Chase, L	8/1/2000		M BLEDSOE	ELEC
Crawfor	8/29/2005		M BLEDSOE	MATT, MFGT
Crowe,	1/4/2000		M BLEDSOE	DRAF
Darter, .	1/7/2004		M BLEDSOE	INTC
Deyo, Ja	6/3/2011	201180	C McCRACKEN	BIOL
Dotts, D	12/1/2005	200710	M BLEDSOE	ELEC, MECH
Edwards	7/23/2003	200680	M BLEDSOE	DRAF
Frazier,	12/22/2003	200710	M BLEDSOE	INTC, MECH
Grana, J	5/1/2009		X WANG	EDUC
Hanks, F	9/25/2007	200810	M BLEDSOE	ELEC
Harris, N	8/6/2008	200880	X WANG	PSYC
Harris, T	7/25/2008	200880	X WANG	EDUC
Harrison	7/8/2009	201010	M BLEDSOE	BSMG
Haskins	7/22/2004	200810	W WILSON	ENGL
Holub, C	2/22/2010		S ROWELL	ELEC, INTC
Hopson,	5/20/2009	201010	X WANG	DSPS
Hough,	4/14/2009	200980	X WANG	DSPS, READ
Hughes,	11/27/2001	200980	X WANG	PHIL, PSYC
Hughes,	11/27/2001	200980	W WILSON	PHIL, PSYC
Hundley	7/16/2008	200910	W WILSON	ENGL

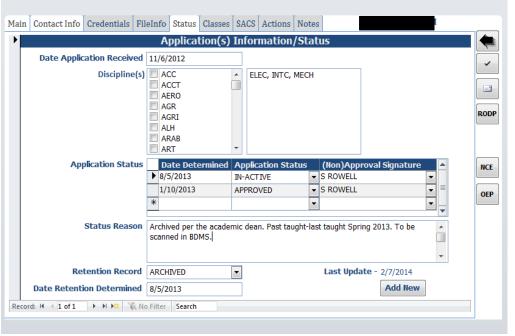




ABOVE: EXAMPLES OLDER FILE ARCHIVED

BELOW: EXAMPLE OF SOMEONE WHO HAS TAUGHT AND BEEN ARCHIVED IN NEW SYSTEM





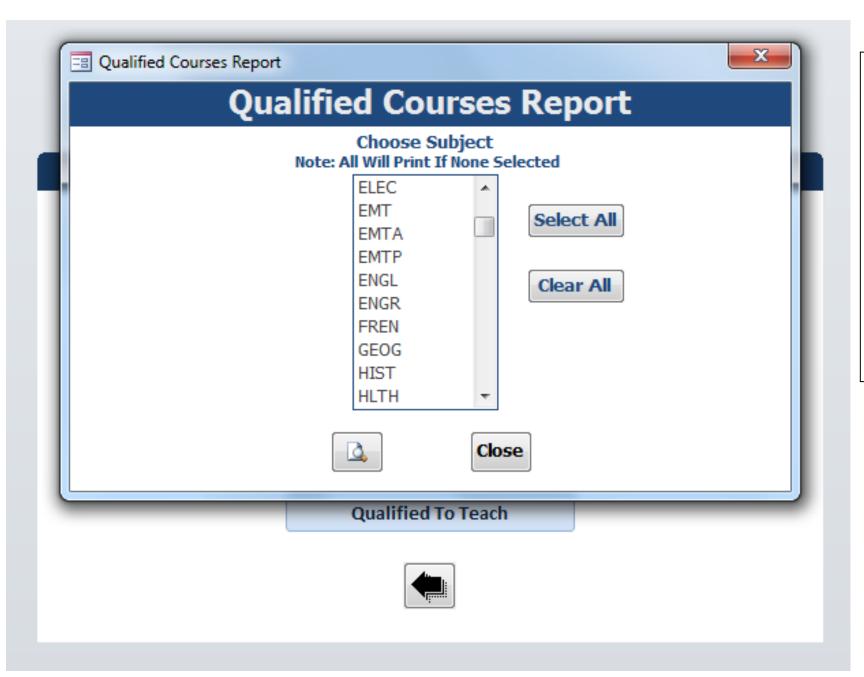
FILES FOR THE DEAN'S REVIEW

Applic	ations Under	Review Report
Person	Application Date	Disciplines
	Connie Mars	hall
Powell, Allen Ray	11/7/2013	HRPR
Total Number of Applications	Under Review by Connie M	arshall: 1
	Dr. Carolyn McC	Cracken
Norris, Laura Jane	11/15/2013	BIOL, CHEM, MATH
Total Number of Applications	Under Review by Dr. Carol	yn McCracken: 1
	Mr. Danny La	wson
Seneker, Stephen Samuel	1/8/2014	CISP
Total Number of Applications	Under Review by Mr. Dann	y Lawson: 1
	Dr. Melessia V	Webb
Rushing, Amy Dianne	11/14/2013	NURS
Total Number of Applications	Under Review by Dr. Meles	ssia Webb: 1
	Mr. William W	Vilson
Efremov, Steven Mikhail	1/14/2014	HIST
Shannon, Samantha Ball	1/16/2014	HIST
Total Number of Applications	Under Review by Mr. Willia	am Wilson: 2
	Dr. Xiaoping	Wang
Esguerra, Rebekah L	11/14/2013	PSYC
Henry, Stephen Mark	1/10/2014	EDUC
Phillips, Brandon Michael	1/14/2014	SPCH
Procopio, Jennifer Lynn	10/24/2011	ENGL
Torbett, John Colby	12/3/2013	ECON
Total Number of Applications	Under Review by Dr. Xiaop	ing Wang: 5

Adjunct Faculty Degree and Teaching Experience Listing

Name			Degre	e Year	Institution	Major
			MS	2010	East Tennessee State University	Computer and Information Sciences
			BS	1995	Alexandria University	Accounting
erms Taught:	201380	201410				
			MS	1985	University of Tennessee Knoxville	Vocational Education
			BS	1978	East Tennessee State University	Business Education
erms Taught:	201280	201310	201380	201410		
			MAT	2005	East Tennessee State University	Secondary Education
			BS	1999	Tusculum College	Organizational Management
			MPA	2011	East Tennessee State University	Public Administration
			BS	2008	East Tennessee State University	Geography
			PHD	2003	University of Kentucky	Biology
			BS	1998	University of Kentucky	Biology
			MPA	2010	East Tennessee State University	Public Administration
			MA	2009	East Tennessee State University	Counseling
			BS	2007	East Tennessee State University	Family and Consumer Sciences
			MM	1992	University of Dallas	International Management
			MBA	1989	University of Dallas	Industrial Management
			MA	1983	East Tennessee State University	Industrial Technology
			AET	1980	Northeast State Community College	Electronic Engineering
			BS	1971	East Tennessee State University	English
			MFA	1991	East Tennessee State University	Art
			BS	1964	University of Wisconsin Madison	Art
erms Taught:	201350					
			AAS	2013	Northeast State Community College	Welding and Metal Fabrication
			TCER	2013	Northeast State Community College	Combination Welder
erms Taught:	201410					
			AS	2012	Northeast State Community College	University Parallel
			AAS	2012	Northeast State Community College	Industrial Technology
			CER	2012	Northeast State Community College	Machine Tool Operations
erms Taught:	201280	201310				

Terms Taught are from Fall 2012 forward. Other terms taught are indicated in the personnel file at this point.



Used for reporting to Deans the active, approved applicants.

Comprehensive multiple OR single disciplines can be reported.
Example reports for Deans listed below.

ADJUNCT FACULTY COURSE QUALIFICATIONS

	Availa	-	Application	Last	e 9	-	D.	
Name	Times	Locations	Date	Taught	Email	Туре	Phone	Ext
				0000				
	Days, Evenings,	Elizabethton,	11/8/2013	201410	pe lt. com	BU	(423) 956-4785	
	Friday Night, Saturday, Sunday	Gray, Johnson City, Main Campus			rtheaststate.edu	MA	(423) 477-2304	
			6/18/2013		lin@gmail.com	MA	(828) 505-6178	
			ARTH	-0000				
	Evenings	Elizabethton,	2/15/1994	201350	orthe aststate.edu	CELL	(423) 202-2044	
		Main Campus				MA	(502) 365-4746	
	Days, Evenings	Elizabethton,	6/5/2008		arthlink.net	BU	(423) 291-9180	
		Gray, Kingsport, Main Campus				MA	(423) 474-6677	
	Days, Evenings, Friday Night	Bristol, Elizabethton, Main Campus	7/21/1998	201410	p@northeaststate.edu	MA L	(276) 386-2608	
	Days, Evenings	Kingsport, Main	8/15/2008	201410	@gmail.com	CELL	(423) 384-3616	
		Campus			the ast state. edu	MA	(423) 384-3616	
	Days, Evenings,	Kingsport, Main	4/20/2009	201310	ortheaststate.edu	MA	(423) 329-7838	
	Friday Night, Saturday, Sunday	Campus			tn@yahoo.com			
	Days, Evenings,	Elizabethton,	9/14/2010		gm ail. com	BU	(423) 926-2220	
	Friday Night, Saturday, Sunday	Main Campus			thea <i>s</i> tstate.edu	МА	(423) 926-1097	
	Evenings		3/16/2004	201380	@hotmail.com	MA	(423) 360-1543	
					ortheast state.edu			
	Days, Evenings	Elizabethton,	8/21/2007	200810	the aststate.edu	BU	(423) 439-4247	
		Kingsport			ır@gmail.com	MA	(931) 625-7088	

January 31, 2014 11:04 AM Page 1

Availa	•	Application	Last	F9	-	DI.	_
Times	Locations	Date	Taught	Email	Туре	Phone	E
Days, Evenings, Friday Night,	Bristol, Elizabethton,	12/1/2008	201410	northe ast state .e du		(423) 534-0063	
Saturday,	Gray, Johnson			m barqmail.com	MA	(423) 474-2729	
Sunday	City, Main						
	Campus						
Days, Evenings, Friday Night	Elizabethton, Main Campus	9/17/2007	201250	@northeaststate.edu	BU	(423) 434-4523	
Triday Nigit	Walii Callipus			wjhl.com	MA	(423) 926-1045	
Days, Evenings	Elizabethton,	11/5/2007	201410	ortheaststate.edu	MA	(423) 542-4467	
	Johnson City, Main Campus			harter.net			
Days, Evenings,	Kingsport, Main	11/1/2011			MA	(423) 257-6665	
Friday Night, Saturday,	Campus						
Sunday							
Days, Evenings	Elizabethton,	1/7/2004			BU	(423) 439-6146	
	Gray, Kingsport, Main Campus				MA	(423) 926-3776	
	Main Campus	6/11/2013		des@me.com	MA	(423) 483-9277	
Days, Evenings	Elizabethton,	1/9/2003	201350	hotmail.com	BU	(423) 439-4247	
	Johnson City,			rthe ast state .e du	MA	(423) 220-7857	
	Kingsport, Main			i in adeside le da		(120) 220 7037	
	Campus	ADTU	1020				
	=1: 1 .1.		-1030				
Days, Evenings	Elizabethton, Kingsport, Main	8/24/2007	201380	@ northe ast state .ed u	MA	(423) 534-7120	
	Campus			ton@gmail.com			
		9/19/2011			MA	(423) 245-1420	
		ARTH	-2010				
Days, Evenings	Elizabethton,	8/24/2007	201380	@northeaststate.edu	MA	(423) 534-7120	
	Kingsport, Main Campus			ton@gmail.com			
	cumpus	ARTH	-2020				
Days, Evenings	Elizabethton,	8/24/2007	201380	@northeaststate.edu	MA	(423) 534-7120	
	Kingsport, Main			ton@gmail.com			

January 31, 2014 11:04 AM Page 2

Term Reports

Enter Term Code:

Faculty Directory

Faculty Directory with Division

Generated Faculty Directory

Address, Phone, Email Listing

Contracts

Contract Information Sheets

Orientation Letter Envelopes

Payroll Summary

Phone and Email Listing

New Hire Info

Cost Summary Report

SUB MENU of TERM REPORTS

FOR "ALL" ADJUNCT FACULTY.

ALLOWS OPTION TO PRINT, VIEW, OR E-MAIL ALL OR CHOOSE ONLY THOSE NEEDED.

SEE FOLLOWING EXAMPLES.

Multiple

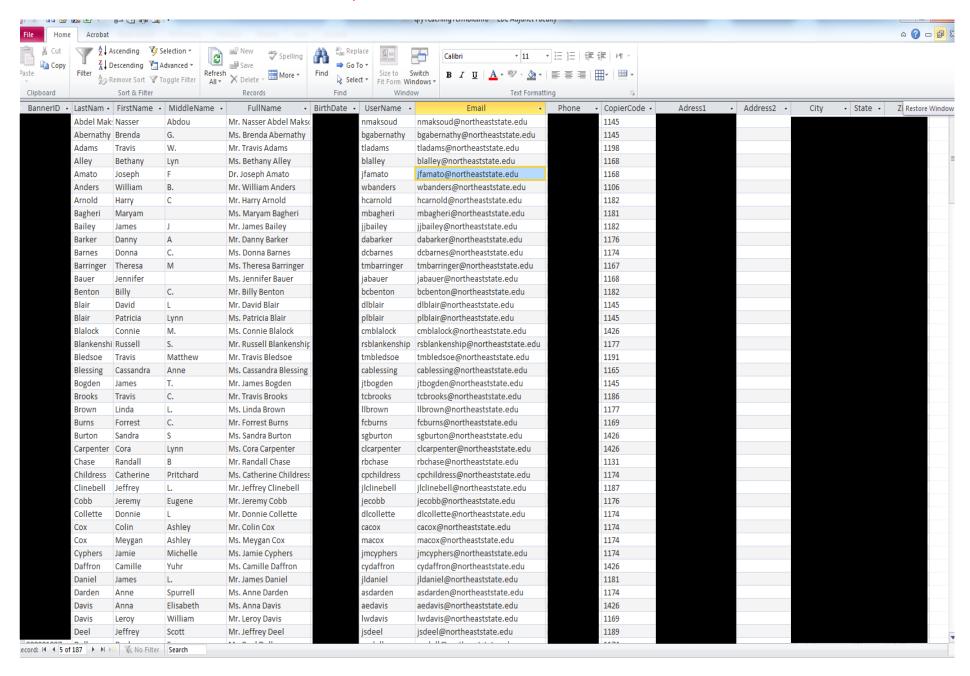
Multiple

ENVELOPES CAN BE PRINTED FOR ALL ADJUNCT THAT ARE STAFFED AT THE TIME INVITATIONS ARE TO BE MAILED FOR FALL ORIENTATION.

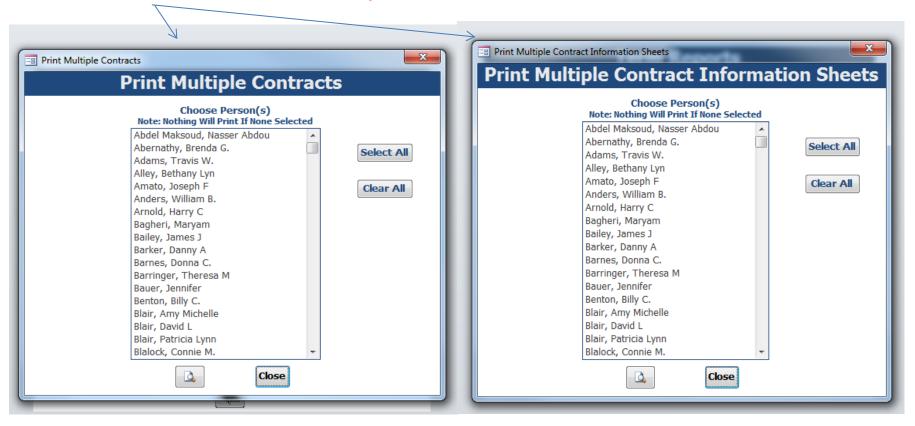
SEE EXAMPLES BELOW



FACULTY DIRECTORY PER TERM CHOSEN WITH OR WITHOUT DIVISION. ABLITY TO EXPORT TO EXCEL FOR MERGES, REPORTS, TO CREATE MAILING AND DISTRIBUTION LISTS, ETC.



EXAMPLE OF OPTIONS OF PRINTING/EMAILING INFO SHEETS & CONTRACTS



PAYROLL SUMMARY

	Α	В	С	D	ا
	Name	OrganizationCode	PositionNumber	ContractTotal	
Abd	lel Maksoud, Nasser Abdou	143600	532190	\$3,660.00	
		143600	532190	\$3,240.00	
		143685	550290	\$2,160.00	
		14310	225190	\$0.00	
		14310	225190	\$540.00	
		14175	610190	\$540.00	
		14035	215610	\$4,860.00	
		14030	210220	\$1,720.00	
		14035	215610	\$3,240.00	
		14220	102800	\$4,860.00	
		14210	102600	\$4,380.00	
		14025	217180	\$5,580.00	
		14030	215100	\$1,620.00	
		14310	225190	\$2,649.89	
		14035	215610	\$4,860.00	
		14220	102800	\$4,860.00	
		143600	532190	\$3,240.00	
		143600	532190	\$4,860.00	
		14270	187380	\$1,620.00	
		14225	215510	\$4,860.00	
		143680	550790	\$2,160.00	
		14040	215500	\$1,080.00	
		14050	187280	\$1,620.00	
		143600	532190	\$1,620.00	K
		143555	531310	\$1,620.00	
		14225	215510	\$3,810.00	
		14315	235700	\$3,120.00	
		14270	187380	\$3,240.00	
		14270	187380	\$1,620.00	
		143650	550390	\$4,860.00	
		14210	102600	\$4,380.00	
		143655	550590	\$2,160.00	
		14220	102800	\$6,000.00	
		14210	102600	\$4,860.00	
		14210	102600	\$4,860.00	
		14205	187180	\$3,240.00	
		14205	187180	\$1,620.00	
		14270	187380	\$3,240.00	
	Ferm	14020	210220	ĆE 420.00	

Payroll was creating this worksheet each time I sent information sheets for processing and now the system can generate it automatically. It is emailed in an Excel file to Payroll to use as needed.

Same individual paid out of two different division accounts.

DIRECTORY - E-MAILED TO OTHERS ON CAMPUS THAT HAVE NEED OF THE INFORMATION

	ACULTY DIRECTORY LISTING FOR S			
NAME Nasser Abdou Abdel Maksoud	EMAIL	TYPE	PHONE	EXT
	nmaksoud@northeaststate.edu	BU		
Brenda G. Abernathy	bgabernathy@northeaststate.edu	CELL MA		
Travis W. Adams	tladams@northeaststate.edu	BU		
		MA		
Bethany Lyn Alley	blalley@northeaststate.edu	CELL		
		MA		
Joseph F Amato	jfamato@northeaststate.edu	BU		
		MA		
William B. Anders	wbanders@northeaststate.edu	CELL		
		MA		
Harry C Arnold	hcarnold@northeaststate.edu	MA		
Maryam Bagheri	mbagheri@northeaststate.edu	MA		
James J Bailey	jjbailey@northeaststate.edu	MA		
Danny A Barker	dabarker@northeaststate.edu	CELL		
		MA		
Donna C. Barnes	dcbarnes@northeaststate.edu	CELL		
		MA		
Theresa M Barringer	tmbarringer@northeaststate.edu	MA		
Jennifer Bauer	jabauer@northeaststate.edu	CELL		
		MA		
Billy C. Benton	bcbenton@northeaststate.edu	BU		
		MA		
Amy Michelle Blair	amblair@northeaststate.edu	BU		
		MA		
David L Blair	dlblair@northeaststate.edu	BU		
		CELL		
Patricia Lynn Blair	plblair@northeaststate.edu	MA MA		

EXAMPLE OF ADJUNCT COUNTS AND TERM COST SUMMARY COVER SHEET

ADJUNCT FACULTY COUNT 201410 TERM SUMMARY SEE ATTACHED REPORT

DIVISION	ALL IN CLUSIVE
ADVANCED TE CHNOLOGIE S	29
BEHAVIORAL/SOCIAL SCIENCES DIV	53
BUSINESS TECHNOLOGIES	17
HE ALTH-RE LATE D PROFESSION S DIV	1
HUMANITIE S DIVISION	55
MATHE MATICS DIVISION	19
SCIENCES DIVISION	23
TOTAL DUPLICATE D	197
TOTAL UNDUPLICATED	195
Adjunct Teaching in More Than One Division	2

<u>G</u>	<u>ENDER</u>
FEMALE	MALE
94	101

ETHNIC GROUP						
ETHNIC GROUP	COUNT					
ASIAN OR PACIFIC ISLANDER	3					
BLACK-NOT OF HISPANIC ORIGIN	4					
HISPANIC	3					
WHITE IN OT OF HISPANIC ORIGIN	185					
TOTAL	195					

TOTAL ADJUNCT FACULTY HEADCOU	NT	
This includes full-time staff teaching as adjunct	195	
Paid on Dual Service Contract	12	
Paid by Adjunct Contract	183	
Volunteer	0	

DATA PULLED FROM BANNER
AND GENERATED CONTRACT
ASSIGNMENT TABLE

PAGE 2: EXAMPLE OF TERM COST PER DIVISION AND COMPERHENSIVE IS AVAILABLE AS NEEDED

TOTAL 201410 TERM ADJUNCT COST

	VANCED TECHI		
LAST NAME FIRST NAME	TERM	NOTES	AMOUNT
Travis	201410 Term		\$2,160.00
Travis	201410 Term		\$2,160.00
Randall	201410 Term		\$4,860.00
Jeffrey	201410 Term		\$2,160.00
Jeffrey	201410 Term		\$4,320.00
Larry	201410 Term		\$4,320.00
Randal	201410 Term		\$2,160.00
John	201410 Term		\$3,780.00
David	201410 Term		\$2,160.00
Brandon	201410 Term		\$2,160.00
Steven	201410 Term		\$2,160.00
Kenneth	201410 Term		\$2,160.00
David	201410 Term		\$4,320.00
James	201410 Term		\$5,140.00
Kristopher	201410 Term		\$2,160.00
Daniel	201410 Term		\$2,160.00
Gregory	201410 Term		\$3,780.00
Michael	201410 Term		\$5,110.00
Marvin	201410 Term		\$4,320.00
Douglas	201410 Term		\$2,160.00
Michael	201410 Term		\$1,620.00
Carl	201410 Term		\$1,620.00
Phillip	201410 Term		\$2,160.00
Mickey	201410 Term		\$1,620.00
Dennis	201410 Term		\$4,320.00
Michael	201410 Term		\$4,320.00
Phil	201410 Term		\$4,320.00
Randy	201410 Term		\$4,320.00
Robert	201410 Term		\$2,160.00
	AD VAN	CED TECHNOLOGIES TOTAL	\$90,170.00
		GRAND TOTAL	\$90,170.00

NEW HIRE REPORT

New hires are changed from Staff Type AJAP to AJ in SIAINST in Banner. A New Hire Info report is generated in the EDE System to get information to include in the semester new-hire Excel spreadsheet. Once new-hire information is added to the spreadsheet, we enter the first semester taught on the File Information tab of the EDE System. When the first semester taught field is populated, the employee no longer shows up on the New Hire Info report. Some of this info is copied and sent to Academic Computing to add them to the D2L Adjunct Information Center for faculty.

ME FNAME	MI	Dept	9000#	Birthdate	19	W-4	IDs	CU	DD	VC	OEP	ЕМС	Email	Outside Email	Past Taught		
	С	BSS			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		milliga	<u>1</u> Y	CU filled out	with Division
	Stuar	HUM			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		glass@r	n Y	CU filled out	Wife took DD and VC directly to payroll.
	D	HUM			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		Ithbelt.	<u>c</u> Y	CU form to L.	Kincaid 1/14
	W	SCI			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		ks@hot	n Y	CU to M. Delo	zier by A. Shrum
	J	BSTH			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		ab-t.org	Y	CU filled out	with Division
	G	BSTH			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		gmail.c	<u>o</u> Y	CU filled out	with Division
	W.	ADVT			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		ttle033	L@gmail.com	CU to S.Mott	No voided check/form from First TN Bank.
	Lyn	SCI			Υ	Υ		Υ	Υ	Υ	Υ	Υ		vfbphd(aol.com	CU to M.D by	A. Shrum 1/17
	Т.	BSTH			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		gden@g	gmail.com	CU filled out	with Division
	W.	BSS			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		000@h	<u>o</u> 1	CU filled out	with Division
	Dale	SCI			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		rancis@	r	CU to M. Delo	zier by A. Shrum
	Frank	BSTH			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		a@yaho	o.com	CU filled out	with Division
	DeGe	HUM			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		milliga	n	CU filled out	with Division
	Wyat	ADVT			Υ		Υ	Υ	Υ	Υ	Υ	Υ		ey@hot	mail.com	CU filled out	with Division
	Wayr	ADVT			Υ	Υ	Υ	Υ			Υ	Υ		@gmail	.com	CU to J. Field:	5 1/23/14
	Kelly	BSS			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		goldma	i	CU filled out	with Division
	Nicol	HUMN			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		cloud@	gmail.com	CU filled out	with Division
	J	ADVT			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		∮aero-a	С	CU to K. Tipto	n 1/15
	Shell	ADVT			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		@hotwa	ater.com; mp	CU to M. Delo	zier 1/13/14
	Jeani	BSS			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		oldmail.	ϵ	CU form to S.	Nickols 1/8/14
	Willia	HUM			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		@mac.co	0	CU form to W	ilson 1/9/14
	Kenn	SCI			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		ers@ho	tmail.com	CU filled out	with Division
	Joani	BSTH			Υ	N/A	Υ	Υ	N/A	N/A	Υ	Υ		etsu.e	du; Ijrowland	CU filled out	with Division
	Lee	ADVT			Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ		lliams3	@gmail.com;	CU to M. Delo	zier 1/13/14

Term Reports

	En	ter Term Code:	
Na	me:		•
		Contract	
		Contract Information Sheet	
		Orientation Letter Envelope	

TERM REPORT --SUB MENU

FOR PRINTING SINGLE CONTRACTS
AND INFORMATION SHEETS AS
NEEDED AND THE ABILITY TO
PRINT ONE ENVELOPE.

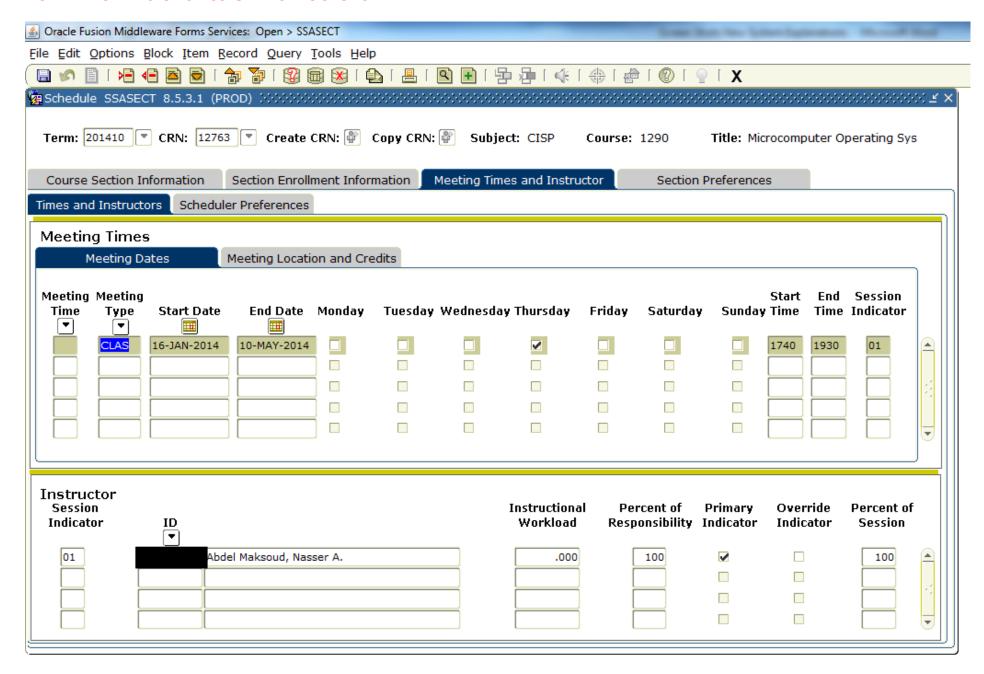


MAINTENANCE MENU CONTRACT GENERATION AND EDITING OF TABLES

ACADEMIC DIVISIONS BUILD THE CLASSES USING THE FOLLOWING SET OF SCREENS IN BANNER

Oracle Fusion Middleware Forms Services: Open > SSASECT		-	-		-
File Edit Options Block Item Record Query Tools Help					
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Term: 201410 ▼ CRN: 12763 ▼ Create CRN: 🔮 Copy CRN: 🔮 Subject: CIS	SP Course: 1	290 T	itle: Micro	ocomputer Op	perating Sys
Course Section Information Section Enrollment Information Meeting Times and	Instructor	Section Pre	eferences		
Subject: CISP ▼ Computer Science	CEU Indicator:				
Course Number: 1290 Title: Microcomputer Operating Sys	Credit Hours:	.000	○ None	® To ○ Or	3.000
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Start Dates:	Daily Contact H			10 16 0	
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	Long Title	□ Comme	nts	Syllabus	

ACADEMIC DIVISIONS ASSIGN INSTRUCTORS IN BANNER



CONTRACT GENERATION/EDITING OF TABLES MENU TO MAINTAIN THE DATABASE

SEE EXAMPLES BELOW IN THE FOLLOWING SCREEN SHOTS



Add/Edit Copier Codes

Add/Edit Correspondence Types

Add/Edit Degree Types

Add/Edit Institutions

Add/Edit Majors or Minors

Add/Edit Pay Hours

Add/Edit Payroll Info

Add/Edit Signatures

Add/Edit States



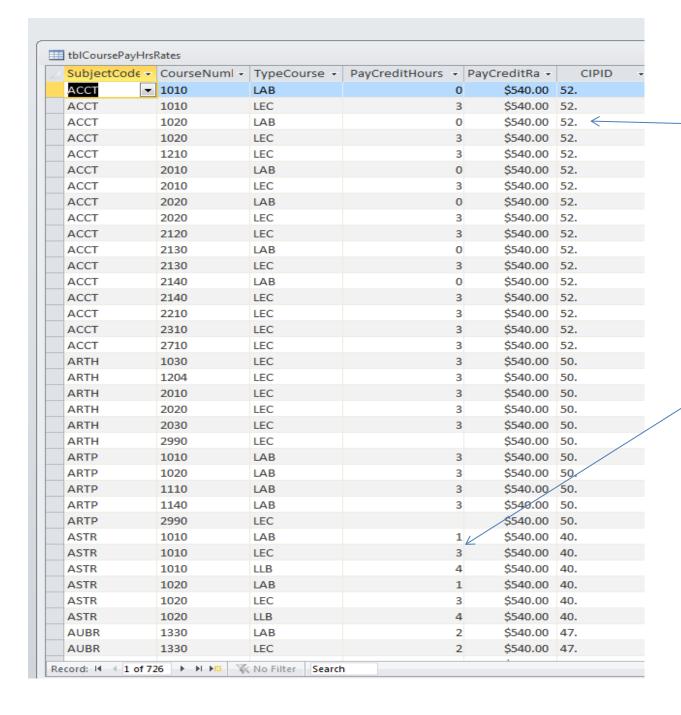
ADD/EDIT COPIER CODE TABLE

	ipboard	Sort & Filter	R					
	CopierCode -	CopierDeptDiv →						
+	1180	Accounting						
+	1188	Automotive						
+	1165	Behavioral and Social Science Division						
+	1168	Biology						
+	1186	Business Management						
+	11046	Cardiovascular Technology						
+	1169	Chemistry						
+	1145	Computer and Information						
+	1115	Criminal Justice						
+	1102	Drafting						
+	1199	Early Childhood Education						
+	1183	Education (Teacher)						
+	1187	Electrical Technology						
+	1106	EMT/Paramedic						
+	1174	English						
+	1175	Foreign Language						
+	1171	Health Related Professions						
+	1176	History						
+	1177	Humanities						
+	1133	Humanities Division						
+	1189	Machine Tool						
+	1190	Manufacturing						
+	1426	Mathematics						
+	1111	Mathematics Division						
+	1191	Mechanical						
+	1082	Nursing						
+	1144	Office Administration						
+	1167	Physical Education						
+	1170	Physics/Astronomy						
+	1185	Pre-Engineering						
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+	1181	Social Sciences						
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+	11034	Surgical						
+	1131	Technical Education						
+	1178	Theatre						
+	1198	Welding						
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ADD/EDIT PAYROLL INFO

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BR	550890	61225	550890	61220	110001	143665	205
О	550890	61225	550890	61220	110001	143665	205
L	225180	61225	225190	61220	110001	14310	200
1G	153400	61225	531310	61220	110001	143555	205
l	175290	61225	175290	61220	110001	14370	210
M	235800	61225	235700	61220	110001	14315	200
0	532180	61225	532190	61220	110001	143600	205
MM	215410	61225	215610	61220	110001	14035	200
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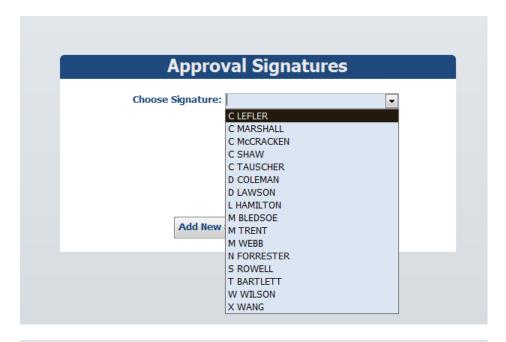
ADD/EDIT PAYROLL HOURS (INCLUDES HR INFO - CIPID)

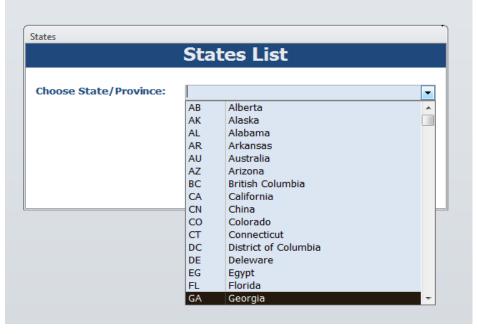


The HR CUPA Report is not listed as a menu item; however, the report can be printed using the information from this screen and the Cost Report.

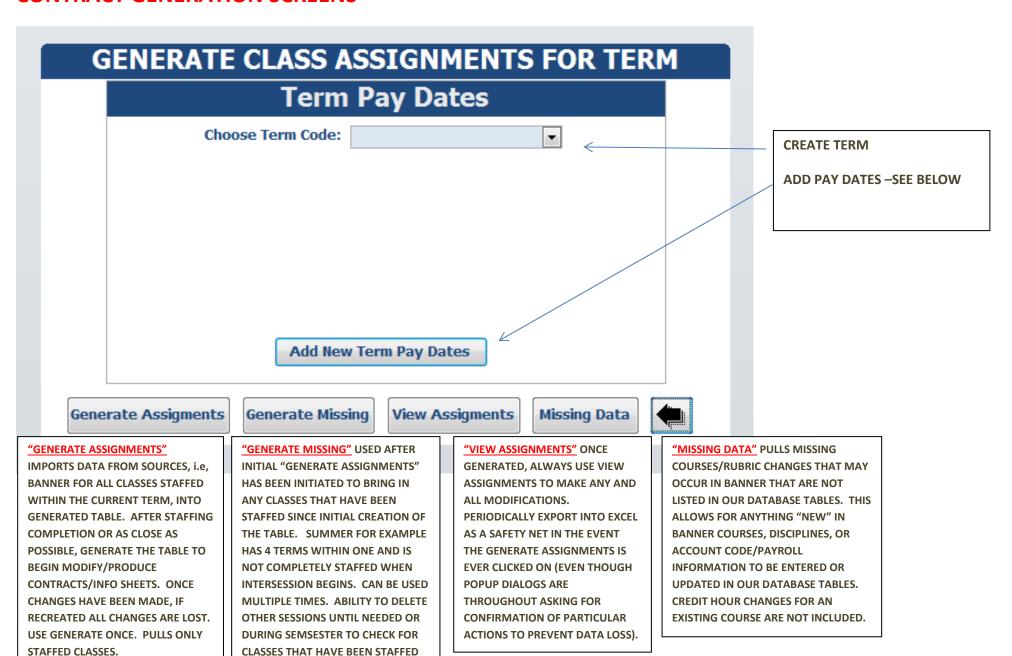
Actual hours payable are not necessarily listed in Banner as such. Example: ability to assign 3 credit hours for BIOL Lectures and 1 credit hour for BIOL Labs so that the hours go with the person assigned the actual course. It is not listed as such in Banner. This information makes it possible for one instructor to teach the LEC and another to teach the LAB and be paid correctly per course. Lectures and Labs can be assigned separately and this provides a correct number of credit hours to pay course.

ADD/EDIT APPROVAL/STATES, ETC.



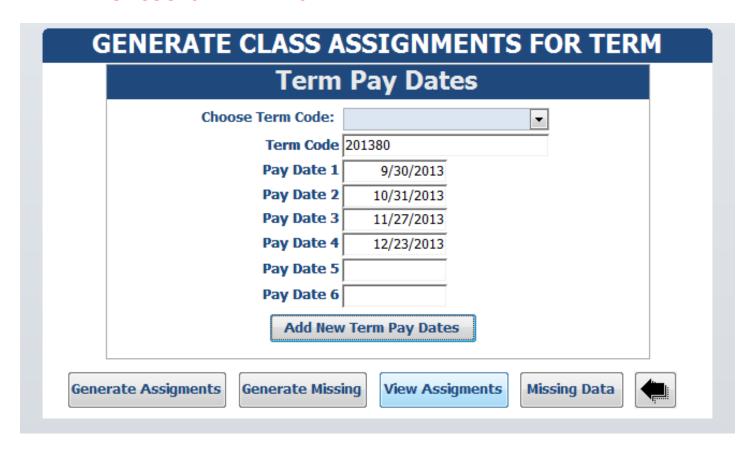


CONTRACT GENERATION SCREENS



SINCE INITIAL TABLE CREATION.

EXAMPLE OF COURSE PAYDATES



GENERATED ASSIGNMENTS TABLE (FALL 2013)

COURSE INFORMATION

AMOUNTS AND NOTATIONS

PAY PERIODS

PAYROLL ACCOUNT INFO

BannerD LAST NAME FIRST NAME MI ERM COD TERM DESC SortO	rder CRN SUBJ CODIRSE NUM SEC	TITLE EDIT HHD CODIVS CODI	DIVS_DESC_TRM_CODT_PTRM_ST	APIT DTDM END DayCraditHours	PauCraditPate OtherPate	Note PayDate1 PayDat	2 PayDate3	PayDate4 P	PayDate5 PayDate6 PositionNumbe	AcctNumber	FundCode rganizatio	nCod ProgramCode
Abdou 201380 Fall Term 2013 1	80219 CPET 1500 A70		Susiness Techn 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13	532190		10001 143600	205
Abdou 201380 Fall Term 2013 2	80220 CPET 1500 A80			14-Dec-13 0	ÇJ-10.00	30 3cp 13 31 0ct 13	27 1107 13	25 000 15			110001 143600	205
G. 201380 Fall Term 2013 1	81255 INFS 1010 I70	· · · · · · · · · · · · · · · · · · ·	dusiness Techn 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13			110001 143600	205
G. 201380 Fall Term 2013 2	81064 INFS 1010 I71	· · · · · · · ·	dusiness Techn 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13			110001 143600	205
G. 201380 Fall Term 2013 3	81269 INFS 1010 IW1		Jusiness Techn 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13	532190		110001 143600	205
F 201380 Fall Term 2013 1	80871 BIOL 2010 A54		ciences Divisic 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13	225190		110001 14310	200
B. 201380 Fall Term 2013 1	80723 EMTP 1015 C41		Health-Related 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13			110001 14175	205
Joan 201380 Fall Term 2013 1	82320 ENGL 1010 B70		lumanities Div 1 24-Aug-13	14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	102600	61220	110001 14210	200
D. 201380 Fall Term 2013 1	81227 SOCI 1010 E70	Intro to Sociolo 3 LEC BEHS B	ehavioral/Soci 1 24-Aug-13	14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	210220	61220	110001 14030	200
D. 201380 Fall Term 2013 2	SOCI 2010 R53	Marriage and Fa3 LEC BEHS B	ehavioral/Soci 1 24-Aug-13	14-Dec-13 3	\$540.00	RODP COURSE 30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	210220	61220	110001 14030	200
D. 201380 Fall Term 2013 3	SOCI 2010 R55	Marriage and F23 LEC BEHS B	Behavioral/Soci 1 24-Aug-13	14-Dec-13 3	\$540.00	RODP COURSE 30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	210220	61220	110001 14030	200
Leigh 201380 Fall Term 2013 1	81186 ENGL 0800 A01	Developmental 3 LEC HUMN H	lumanities Div 1 24-Aug-13	14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	187180	61220	110001 14205	215
Lee 201380 Fall Term 2013 1	81199 ENGL 0800 A71	Developmental 3 LEC HUMN H	lumanities Div 1 24-Aug-13	14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	187180	61220	110001 14205	215
Lee 201380 Fall Term 2013 2	81221 ENGL 0800 E70	Developmental 3 LEC HUMN H	lumanities Div 1 24-Aug-13	14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	187180	61220	110001 14205	215
Lee 201380 Fall Term 2013 3	81756 ENGL 1020 SH2	Composition II 3 LEC HUMN H	lumanities Div 1 14-Oct-13	20-Dec-13 3	\$730.00	HIGH SCHOOL CLASS PAID AT HIGHER RATI	OF \$ 27-Nov-13	23-Dec-13	102600	61220	110001 14210	200
201380 Fall Term 2013 1	81224 PSYC 1030 E70	General Psycho 3 LEC BEHS B	Behavioral/Soci_1 24-Aug-13	14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	210220	61220	110001 14030	200
201380 Fall Term 2013 2	82080 PSYC 1030 172	General Psycho 3 LEC BEHS B	Behavioral/Soci 1 24-Aug-13	14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	210220	61220	110001 14030	200
201380 Fall Term 2013 3	81763 PSYC 1030 BH1	General Psycho 3 LEC BEHS B	Behavioral/Soci 1 06-Aug-13	08-Oct-13 3	\$730.00	HIGH SCHOOL C 30-Sep-13 31-Oct-13			210220	61220	110001 14030	200
J 201380 Fall Term 2013 1	81360 SPCH 1010 A71	Fundamentals (3 LEC BEHS B	lehavioral/Soci 1 24-Aug-13	14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	215610	61220	110001 14035	200
Aaron 201380 Fall Term 2013 1	82190 INTC 1010 SC1	441	Advanced Tech 1 24-Aug-13	14-Dec-13 3	\$540.00	TECHNICAL HIG 30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13	550490	61220	110001 143675	205
A 201380 Fall Term 2013 1	80760 HIST 2010 E01		lumanities Div 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13	102800		110001 14220	200
A 201380 Fall Term 2013 2	82083 HIST 2010 E02		lumanities Div 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13			110001 14220	200
A 201380 Fall Term 2013 3	80322 HIST 2020 A01			14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13			110001 14220	200
C. 201380 Fall Term 2013 1	80746 ENGL 1010 SH1		lumanities Div 1 04-Sep-13		\$0.00 \$1,270.20	HIGH SCHOOL C 30-Sep-13 31-Oct-13			102600		110001 14210	200
C. 201380 Fall Term 2013 2	81752 ENGL 1010 SH2		lumanities Div 1 04-Sep-13		\$0.00 \$1,270.20	HIGH SCHOOL C 30-Sep-13 31-Oct-13	4		102600		110001 14210	200
C. 201380 Fall Term 2013 3	80747 ENGL 1020 SH1		7	20-Dec-13 3	\$730.00	HIGH SCHOOL CLASS PAID AT HIGHER RATI		23-Dec-13			14210	200
M 201380 Fall Term 2013 1	80634 PHED 1130 A01		. ,	14-Dec-13 2	\$930.00	30-Sep-13 31-Oct-13		23-Dec-13			14025	200
M 201380 Fall Term 2013 2 M 201380 Fall Term 2013 3	80635 PHED 1135 A01 80636 PHED 1150 A01		lehavioral/Soci1 24-Aug-13		\$930.00	30-Sep-13 31-Oct-13		23-Dec-13	-		110001 14025 110001 14025	200
M 201380 Fall Term 2013 3 M 201380 Fall Term 2013 4	80794 PHED 1150 A01		dehavioral/Soci1 24-Aug-13 dehavioral/Soci1 24-Aug-13		\$930.00 \$930.00	30-Sep-13 31-Oct-13 PHED COURSES 30-Sep-13 31-Oct-13		23-Dec-13 23-Dec-13	217180			200
M 201380 Fall Term 2013 5	80480 SOCW 2010 A02		tehavioral/Soci 1 24-Aug-13 24-Aug-13	14-Dec-13 1 14-Dec-13 3	\$540.00	PHED COURSES 30-Sep-13 31-Oct-13 30-Sep-13 31-Oct-13		23-Dec-13 23-Dec-13			110001 14025 110001 14030	200
Clark 201380 Fall Term 2013 1	80057 BIOL 1010 HW7		ciences Division 24-Aug-13		\$0.00 \$864.00	INSTRUCTOR QL30-Sep-13 31-Oct-13	27-INUV-13	77.DCC.13			110001 14030	200
Clark 201380 Fall Term 2013 1	80058 BIOL 1010 HW7		ciences Divisio 24-Aug-13		\$0.00 \$288.00	INSTRUCTOR QL30-Sep-13 31-Oct-13			225190		110001 14310	200
Clark 201380 Fall Term 2013 3	82065 BIOL 1110 C01		ciences Divisic 1 24-Aug-13		\$0.00 \$810.00	INSTRUCTOR QL30-Sep-13 31-Oct-13			225190		110001 14310	200
Clark 201380 Fall Term 2013 4	82333 BIOL 1110 C40	- v	ciences Divisic 1 24-Aug-13		\$0.00 \$252.00	INSTRUCTOR QL30-Sep-13 31-Oct-13			225190		110001 14310	200
C. 201380 Fall Term 2013 1	82081 SPCH 1010 172		tehavioral/Soci1 24-Aug-13		\$540.00	FULL-TIME STAF 30-Sep-13 31-Oct-13	27-Nov-13	23-Dec-13			110001 14035	200
Michelle 201380 Fall Term 2013 1	82079 HIST 2010 172		dumanities Div 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13			110001 14220	200
Michelle 201380 Fall Term 2013 2	80321 HIST 2010 IW1		dumanities Div 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13	102800		110001 14220	200
Michelle 201380 Fall Term 2013 3	80331 HIST 2020 IW1		dumanities Div 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13	102800		110001 14220	200
Lynn 201380 Fall Term 2013 1	81572 CISP 1130 A70			14-Dec-13 3	\$540.00	30-Sep-13 31-Oct-13		23-Dec-13			110001 143600	205
Lynn 201380 Fall Term 2013 2	82310 INFS 1010 B70		Business Techn 1 24-Aug-13		\$540.00	30-Sep-13 31-Oct-13		23-Dec-13	532190	61220	110001 143600	205
Lynn 201380 Fall Term 2013 3	82282 INFS 1010 1B1			07-Oct-13 3	\$540.00	1ST SESSION CC 30-Sep-13 31-Oct-13				61220	110001 143600	205

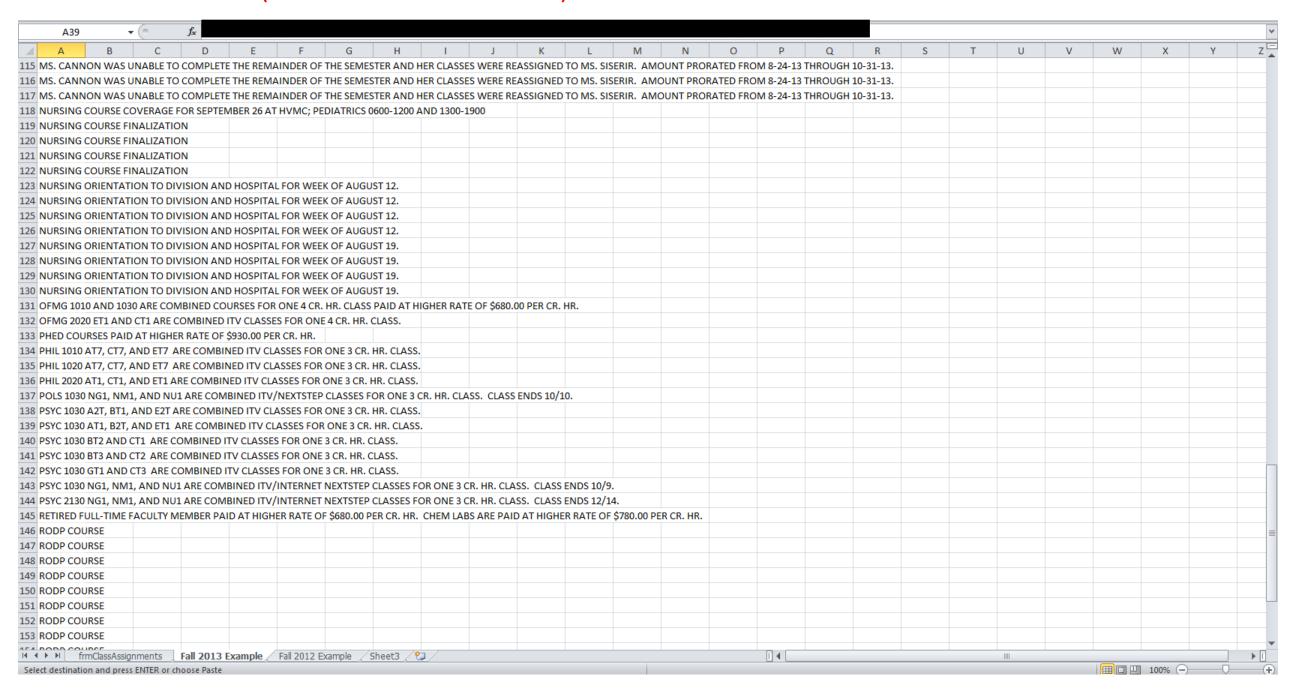
EXAMPLES: REUSE NOTATIONS (OVER 163 NOTES FOR FALL SEMESTER) & EXPORT INTO EXCEL TO COPY & PASTE INTO CURRENT SEMESTER AS APPLICABLE.

A	В			D	Е	F	G	Н		1	J	K		L	M	N	0	Р	Q	R	S		Т	U	V	W	Х	Υ
1 \$1,908.36	6: Inclu	des Base	(\$1,620.	00), Soci	al Security	v (\$123.93) and Re	tirement	(\$162.00), UI (\$2.43) -	(Retirem	ent rat	e estima	ted at 109	6 of origin	al amount.) Maximu	m liability	of North	neast State	is (\$1,91	10.00)					
2 \$1,989.85))				
3 \$1,989.85							•					•					_	•		•				•				
4 \$2,077.16												•					_	•		•				,				
5 \$3,974.83															_													
6 \$3,979.69																	•					- '	3.980.00))				
7 \$3,979.69							•					•					_	•		•				•	2130 CT1 &	AT1 ARE C	OMBINED I	V COURSES
8 \$5,969.54			-				•		-									•		•				•				
9 \$5,969.54																												
10 1ST SESS						(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,		,,							,	,						,				
11 1ST SESS																												
12 1ST SESS																												
13 ALL ARE	CHEM LA	BS PAID	AT HIGH	ER RATE	OF \$780.0	0 PER CR.	HR.																					
14 ALL ARE																												
15 ARTH 201					•			IR. CLASS.																				
16 ASP COU																												
17 ASP COU	JRSE - EN	DS 10/10																										
18 ASP COU																												
19 ASP COU																												
20 ASP COU	JRSE - EN	DS 12/14																										
21 ASP COU	JRSE - EN	DS 12/14																										
22 CLASS CA				ON OCT	OBER 30,	PER WILLI	AM WIL	ON. REM	IAINING	PAY P	RORATE	D TO REF	ECT TH	IE SCHED	ULE CHAN	IGE.												
23 CLASS EN																												
24 CLASS EN	NDS 10/2	9																										
25 CLASS EN	NDS 10/3	0																										
26 CLASS EN	NDS 10/3	0																										
27 CLASS W	AS ASSI	SNED TO	MS. SISE	RIR TO E	EGIN ON	NOVEMBE	ER 5. PA	Y PRORAT	ED 11/5	/13 TH	ROUGH	THE END	OF THE	SEMEST	ER.													
28 CLASS W																												
29 CLASS W																												
30																												
31 COMBIN	ED FOR	OUR CRE	DIT HOU	JR CLASS																								
32 COMBIN																												
33 COMBIN																												
34 COMBIN					Ε.																							
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4 4 + H	francis :	INAA ANIF	NII 14 A	Lange	INIED ITY	/NEVTOTE	D.CLACCI	Ch to	15.2CD	UD CL	ACC CL	CC ENIDO	12/14															
	irmulassA	ssignment	s Fal	1 2013 E	xample /	Fall 2012 I	Example	Sneet3	(🐷 /									IJ∢ L						IIII			100% (-)	
Ready							V	1337																			100%	

EXAMPLES: REUSE NOTATIONS (OVER 163 NOTES FOR FALL SEMESTER) & EXPORT INTO EXCEL TO COPY & PASTE INTO CURRENT SEMESTER AS APPLICABLE.

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A	ВС	D	Е	F	G		Н	- 1	J	K	L	M	N	0	Р	Q	R	S	Т	U	V	W	X	Υ	
52 HIGH SCHOOL	CLASS PAID A	T HIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGINS	S 10/15	AND E	NDS 12/20	. LAST PAY	MENT CON	TINGENT O	N A MEMO	TO PAYRO	LL FROM D	R. LEFLER.									
53 HIGH SCHOOL	CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGIN:	S 10/15	AND E	NDS 12/20	. LAST PAY	MENT CON	TINGENT O	N A MEMO	TO PAYRO	LL FROM D	R. LEFLER.									
54 HIGH SCHOOL	CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGINS	IS 8/1 A	ND EN	DS 10/4.																
55 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGINS	IS 8/12 A	AND E	NDS 10/14.																
56 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGINS	IS 8/5 A	ND EN	DS 10/10.																
57 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGINS	IS 8/5 A	ND EN	DS 10/10.																
58 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGINS	IS 8/5 A	ND EN	DS 10/10.																
59 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGINS	IS 8/6 A	ND EN	DS 10/8.																
60 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGINS	IS 8/6 A	ND EN	DS 10/8.																
61 HIGH SCHOOL	L CLASS PAID A	T HIGHER RATE (OF \$730.0	00 PER CR.	HOUR.	BEGINS	IS 8/6 A	ND EN	DS 10/8.																
62 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	BEGIN:	IS 8/9 A	ND EN	DS 10/4.																
63 HIGH SCHOOL	CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.																				
64 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.																				
65 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	MS. BA	ARNES \	WAS A	SSIGNED C	ASS ON SE	PTEMBER 4	TO COVER I	FOR ANOTH	IER INSTRU	ICTOR. AN	OUNT PRO	RATED TO	COVER 9/	4 THROUG	H 10/14.					
66 HIGH SCHOOL	L CLASS PAID A	THIGHER RATE	OF \$730.0	00 PER CR.	HOUR.	MS. BA	ARNES \	WAS A	SSIGNED C	ASS ON SE	PTEMBER 4	TO COVER I	FOR ANOTH	IER INSTRU	ICTOR. AN	OUNT PRO	RATED TO	COVER 9/	4 THROUG	H 10/14.					
67 HIST 2010 CT2	AND GT1 ARE	COMBINED ITV	CLASSES	FOR ONE	3 CR. HR	R. CLASS	s.																		
68 HIST 2010 NG	1, NM1, AND N	U1 ARE COMBIN	NED ITV/N	NEXTSTEP	CLASSE	S FOR O	ONE 3 C	R. HR.	CLASS. CLA	SS ENDS 10	/9.														
69 HIST 2030 C2T	AND BT2 ARE	COMBINED ITV	CLASSES	FOR ONE	3 CR. HR	. CLASS	5.																		
70 HIST 2030 ET1	, CT1, AND AT1	ARE COMBINED	D ITV CLA	SSES FOR	ONE 3 C	R. HR. C	CLASS.																		
71 HIST BT2 AND	CT1 ARE COM	BINED ITV CLAS	SES FOR	ONE 3 CR.	HR. CLA	ASS.																			
72 INSTRUCTOR	QUIT AND CLAS	SSES REASSIGNE	ED TO OT	HER INSTR	RUCTORS	s. AMT	IS PRO	RATED	FROM AUG	SUST 24 THE	OUGH OCT	OBER 18. L	AST PAY DA	TE IS 10/31	l/13										
73 INSTRUCTOR	QUIT AND CLAS	SSES REASSIGNE	ED TO OT	HER INSTR	RUCTORS	s. AMT	IS PRO	RATED	FROM AUG	SUST 24 THE	OUGH OCT	OBER 18. L	AST PAY DA	TE IS 10/31	l/13										
74 INSTRUCTOR	QUIT AND CLAS	SSES REASSIGNE	ED TO OT	HER INSTR	RUCTORS	s. AMT	IS PRO	RATED	FROM AUG	SUST 24 THE	OUGH OCT	OBER 18. L	AST PAY DA	TE IS 10/31	l/13										
75 INSTRUCTOR	QUIT AND CLAS	SSES REASSIGNE	ED TO OT	HER INSTR	RUCTORS	S. AMT	IS PRO	RATED	FROM AUG	SUST 24 THE	OUGH OCT	OBER 18. L	AST PAY DA	TE IS 10/31	l/13										
76 MATH 801, 80	2, 803 A01 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
77 MATH 801, 80	2, 803 A02 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
78 MATH 801, 80	2, 803 A04 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
79 MATH 801, 80	2, 803 A08 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
80 MATH 801, 80	2, 803 A09 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
81 MATH 801, 80	2, 803 A12 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
82 MATH 801, 80	2, 803 A15 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
83 MATH 801, 80	2, 803 A16 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
84 MATH 801, 80	2, 803 A19 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
85 MATH 801, 80	2, 803 A28 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
86 MATH 801, 80	2, 803 A29 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
87 MATH 801, 80	2, 803 A70 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
88 MATH 801, 80	2, 803 A71 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
89 MATH 801, 80	2, 803 A72 ARE	COMBINED FOR	R ONE 3 C	CREDIT HO	UR CLAS	SS.																			
90 MATH 801, 80																									
Id d b bl frmC	assAssignments	Fall 2013 Exa	ample 2	Fall 2012 F	Example	Shee	et3 / 🌣								14					IIII					•

EXAMPLES: REUSE NOTATIONS (OVER 163 NOTES FOR FALL SEMESTER) & EXPORT INTO EXCEL TO COPY & PASTE INTO CURRENT SEMESTER AS APPLICABLE.



EXAMPLE OF WHAT IS USED TO CALCULATE DUAL SERVICE CONTRACT AMOUNTS FOR ADJUNCT FACULTY

A	А	В	С	D	Е	F	G	Н	I	J	К	L
1	Base and Current Rates	Base \$540	0.0765		10%, 15.03%, 20.57%`		.0015 for ETSU only					
2							Unemployment Ins.					
3			_		D	T			0 17.1	-		
	Name - RATE \$540 PER CR. HR.	Amt	Taxes	Total Taxes	Retirement	Total Retirement	UI	Total UI	Grand Total		tal of Benefits	
	3 cr. hrs/15.03%/UI	\$1,620.00	0.0765	-	0.1503		0.0015	2.43	\$ 1,989.85	\$	369.85	
6	3 cr. hrs/15.03%	\$1,620.00	0.0765	\$ 123.93	0.1503	\$ 243.49		0	\$ 1,987.42	\$	367.42	
7	3 cr. hrs/10%/UI	\$1,620.00	0.0765	\$ 123.93	0.1	\$ 162.00	0.0015	2.43	\$ 1,908.36	\$	288.36	
8	3 cr. hrs/10%	\$1,620.00	0.0765	\$ 123.93	0.1	\$ 162.00		0	\$ 1,905.93	\$	285.93	
9	6 cr. hrs/15.03%/UI	\$3,240.00	0.0765	\$ 247.86	0.1503	\$ 486.97	0.0015	4.86	\$ 3,979.69	\$	739.69	
10	6 cr. hrs/15.03%	\$3,240.00	0.0765	\$ 247.86	0.1503	\$ 486.97		0	\$ 3,974.83	\$	734.83	
11	6 cr. hrs/10%/UI	\$3,240.00	0.0765	\$ 247.86	0.1	\$ 324.00	0.0015	4.86	\$ 3,816.72	\$	576.72	
12	6 cr. hrs/10%	\$3,240.00	0.0765	\$ 247.86	0.1	\$ 324.00		0	\$ 3,811.86	\$	571.86	
13	9 cr. hrs/ 15.03%/UI	\$4,860.00	0.0765	\$ 371.79	0.1503	\$ 730.46	0.0015	7.29	\$ 5,969.54	\$	1,109.54	
	9 cr. hrs/ 15.03%	\$4,860.00	0.0765	\$ 371.79	0.1503	\$ 730.46		0	\$ 5,962.25	\$	1,102.25	
15 9	9 cr. hrs/ 10%/UI	\$4,860.00	0.0765	\$ 371.79	0.1	\$ 486.00	0.0015	7.29	\$ 5,725.08	\$	865.08	
16 9	9 cr. hrs/ 10%	\$4,860.00	0.0765	\$ 371.79	0.1			0		\$	857.79	
17	12 cr. hrs/15.03%/UI	\$6,480.00	0.0765	\$ 495.72	0.1503	\$ 973.94	0.0015	9.72	\$ 7,959.38	\$	1,479.38	
	12cr. hrs/15.03%	\$6,480.00	0.0765		0.1503			0	\$ 7,949.66	\$	1,469.66	
	12 cr. hrs/10%/UI	\$6,480.00	0.0765	-	0.1		0.0015	9.72		\$	1,153.44	
	12 cr. hrs/10%	\$6,480.00	0.0765		0.1	-		0		\$	1,143.72	
21	22 0.1 1113/ 2070	ψ ο, ισσίσσ	0.0765		0.2	\$ -	0.0015	0		\$	-	
	3 cr. hrs/20.57%	\$1,620.00	0.0765		0.2057	*	0,0025	0		\$	457.16	
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33												
4 4	▶ ► frmClassAssignments	Fall 2013 Exa	ample / F	Fall 2012 Exam	ple Sheet3 💝					[] ◀ [

DUAL SERVICE CONTRACT EXAMPLE.... ALL GENERATED USING THE DATABASE, INCLUDING CONTRACT COVER SHEET.

Contract #____

CONTRACT APPROVAL FORM

(to be com	pleted by Purcha	asing)
Name of Contracts Dual Service Agreement Fact Tennessee State University		
Contract: Dual Service Agreement - East Tennessee State University		
Subject: <u>Dual Service Faculty for Spring Term 2014</u>		
Initiator: Tammy Bartlett Date: 2/7/201	4	
STATEMENT OF ASSURANCES		
	YES	<u>NO</u>
Does the contract extend beyond the end of the fiscal year?		
2. Does the contract provide that the institution shall indemnify or hold harmless any other party?		
3. Does the contract provide that the laws of any other state apply?		
4. Does the contract provide for the payment of interest, late charges,		
penalties, or taxes of any nature by the institution?		
5. Does the contract contain any provisions concerning default by the		
institution, commencement of any legal proceedings, or payment of		
attorney's fees?		
6. Does the contract provide for payment of services in excess of		
\$249,999.99 or more?	 	
7. Does the contract require an expenditure of college funds? If yes, please indicate below the account number responsible for the expenditure.		
Justification required of any "Yes" response.		
<u>APPROVALS</u>		
Funds for this contract are budgeted: Chart: N E F Fund: 110001 Org: 14020 Acc	et: 61220 P	rog:_200_
This contract has been reviewed by:		
Budget Manager:		
If TAF, VP Admin. Svcs./ if Grant (fund begins w/2), Grants Officer:		
Supervising Vice President:		
Chief Financial Officer:		
The contract accompanying this request has been:		
A. Disapproved, due to:		
B. Approved.		
C. Approved - Subject to Chancellors approval. (May not be implemented until such approval is secured.)		
Date:		
Dr. Janice H. Gilliam, President		

DUAL SERVICE AGREEMENT

PROCURING PARTY	' :
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NORTHEAST STATE COMMUNITY COLLEGE

VENDOR:

EAST TENNESSEE STATE UNIVERSITY

THIS MEMORANDUM signifies agreement of the above parties concerning the provision of employee services. The agreement is as follows:

- 1. The Vendor agrees to furnish the services of its employee
 Social Security Number, who will perform the following services
 for Northeast State: Provide instruction for ECED 2015 R51 (Early
 Childhood Curriculum); ECED 2015 R52 (Early Childhood Curriculum).
- Compensation to the Vendor Party (include cost of any applicable staff benefits to the Vendor's employee for service under this agreement)
 \$3,979.69: Includes Base (\$3,240.00), Social Security (\$247.86) and Retirement (\$486.97), UI (\$4.86) (Retirement rate estimated at 15.03% of original amount.) Maximum liability of Northeast State is (\$3980.00). (to be billed actual cost of FICA and Retirement). Account # 14020-61220-200.
- Payment will be made by Northeast State after completion of service and after receipt of invoice from Vendor Party, mailed to the following address:

Northeast State Community College Human Resource Department PO Box 246 Blountville, TN 37617

- 4. Contract terms: Spring Term 2014: January 16, 2014 May 10, 2014
- 5. This agreement cannot be assigned or subcontracted without the written consent of all parties.
- 6. During the performance of this contract both parties warrant that they will not discriminate against any employee or applicant for employment because of race, age, religion, creed, color, sec, handicap, veteran's status, or national origin. The parties will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, creed, color, sec, handicap, veteran's status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, a transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection available to employees and applicants for employment.

DUAL SERVICE CONTRACT EXAMPLE --- PAGE 2

- 7. Either party may terminate this agreement by giving written notice to the other at least <u>10 days</u> before the effective date of termination. In that event, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed as of the termination date.
- 8. Should the Vendor Party fail to fulfill in a timely and proper manner his obligation under this agreement or if the Vendor Party shall violate any other material terms of this agreement, Northeast State shall have the right to immediately terminate this agreement and withhold payments in excess of fair compensation for work completed.

DATED	THIS	DATE	February	7. 2014
			LCNIGGI	, , , , , , , ,

NORTHEAST STATE COMMUNITY COLLEGE	EAST TENNESSEE STATE UNIVERSITY
BY:	BY:
TITLE: President	TITLE:

NSTCC-3 96-091

EXAMPLE DUAL SERVICE CONTRACT INFORMATION SHEET

- NOTE: DUAL SERVICE IS PAID THROUGH ACCOUNTS PAYABLE AND NOT PAYROLL; HOWEVER, DEANS SIGN ONE FOR APPROVAL OF AMOUNT THAT IS BEING CONTRACTED AND PAYROLL HAS IT FOR INFORMATIONAL PURPOSES IF NEEDED. DATA PULLED FROM THE DATABASE AND THE EDITED PAYROLL GENERATED TABLE.

		CON	TRACT INFORM	ATION SHEET				
Alissa				Ва	an ner II	D:	SSN	:
4115 \				Bi	rth Dat	te:	Gen	der: F
Johns on City, TN 37	601-1029	_						
Phone: BU ŒLL								
MA		₩						
ORGN: 14020	POSITION: 215190		FUND: 110001	ACCOUN	T: 612	220	PROGRAI	M· 200
				Cr/H		Rate	Other	Total
ECED 2015 R51	Early Childhood Curricu	ılum			3	\$540.00		\$1,620.00
Pay Date(s):								
	Early Childhood Curricu				3	\$540.00	\$7 39.69	\$2,359.69
estimated at 15.03% Pay Date(s):	Base (\$3,240.00), Social of original amount.) Max	imum	liability of Northe	ast State is (\$3	980.00).).	-(Retireme	nt rate
,				T	otal A	mount ORG	SN 14020:	\$3,979.69
Approvals:								
Supervisor/Acaden	nic Dean ORGN: 14020			Assistant VP o	f Eveni	ing and Dist	ance Educat	ion
Date				Date				
Date								
DD-4-(-)				Tota	I Amo	unt for		\$3,979.69
Pay Date(s):								

TENNESSEE BOARD OF REGENTS OF

THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE

NORTHEAST STATE COMMUNITY COLLEGE

NOTICE OF EMPLOYMENT OF ADJUNCT FACULTY

TO:

This is to confirm your appointment as an adjunct faculty member in the BUSINESS TECHNOLOGIES DIVISION (or area of assignment) for the Spring Term 2014, at a salary of \$3,660.00 effective 1/16/2014 subject to the terms and conditions hereinafter set forth and your acceptance thereof:

- This agreement is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of this institution.
- The above-stated salary is contingent upon your successful completion of service for the full term of
 this agreement. The salary will accrue and be payable as follows: Payments to be made: 2/18/2014,
 3/18/2014, 4/17/2014, 5/16/2014. In the event of failure to complete the specific terms of the
 appointment, salary will be prorated in accordance with the policies of this institution.
- This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as an adjunct member of this institution.
- 4. As an adjunct member, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or long evity credit). No twithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
- 5. Finalization of the pending assignment will be subject to the course(s) sufficient enrollment and/or other administrative considerations. Should the class(es) not have a sufficient number of students register, this contract automatically becomes void. The institution also reserves the right to terminate this agreement and transfer the class(es) to a full-time faculty member.
- 6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
- Classes will begin on 1/16/2014 and will end on 5/10/2014 including examinations. In the event you
 cannot meet the class(es) at any scheduled time, you must immediately contact your supervisor. Any
 absenteeism will be reflected in your rate of pay.
- The class roll(s) will serve as the official record of attendance and catalog description(s) as the official
 record of contract hours taught. The initial paycheck will not be issued until all personnel
 requirements have been met. The final paycheck will not be issued until all contractual obligations
 have been met.
- This agreement may be terminated without advance notice.
- You are required to notify the Director of Human Resources/Vice President for Academic Affairs and Student Services should you become employed at another state agency/institution.
- 11. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.

12.	The following special conditions shall govern this appointment.
	Final payment will not be awarded until submission of the following: Final grade sheets, books (grades and attendance), all textbooks and course materials, course analysis forms including copies of all tests given during the semester, a copy of the syllabus, and keys (if applicable).
13.	I agree to abide by the policies of the Tennessee Board of Regents and of this Institution/Techn Center regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developme, either solely or jointly with others, during the term of my employment, and to otherwise as Institution/Technology Center as required by policy in protecting rights it may have in that Interprepared.
	u must signify your acceptance of this appointment under the terms and conditions set forth by s Notice and returning the original to the originating office.
	Date President of the College
	Date Appointee
	Date Appointee
	Date Appointee THIS INFORMATION MUST BE COMPLETED BY THE EMPLOYEE BEFORE PAYROLL CHECKS WILL BE PROCESSED.
	THIS INFORMATION MUST BE COMPLETED BY THE EMPLOYEE
sig I a	THIS INFORMATION MUST BE COMPLETED BY THE EMPLOYEE BEFORE PAYROLL CHECKS WILL BE PROCESSED. ccept the appointment as described above. I understand that this appointment is not approved u
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I a ag In no	THIS INFORMATION MUST BE COMPLETED BY THE EMPLOYEE BEFORE PAYROLL CHECKS WILL BE PROCESSED. Incomplete the appointment as described above. I understand that this appointment is not approved us gnatures have been obtained. In/ am not employed as a regular part-time or regular full-time employee at another ency or institution. Order to process a payroll check, federal regulations require disclosures of your retirement systems.
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Pay Date(s): 2/18/2014, 3/18/2014, 4/17/2014, 5/16/2014

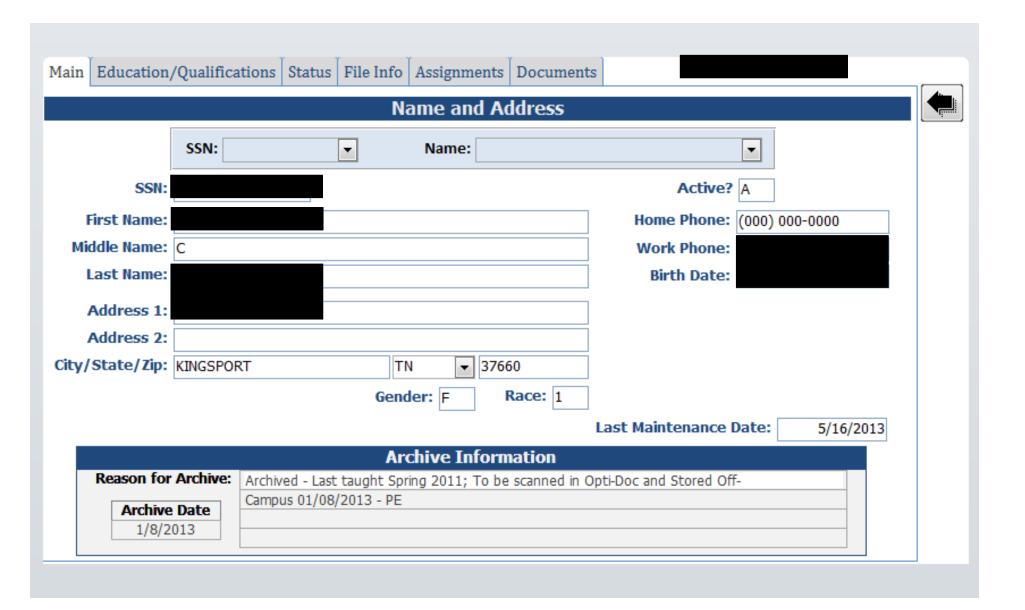
CONTRACT INFORMATION SHEET

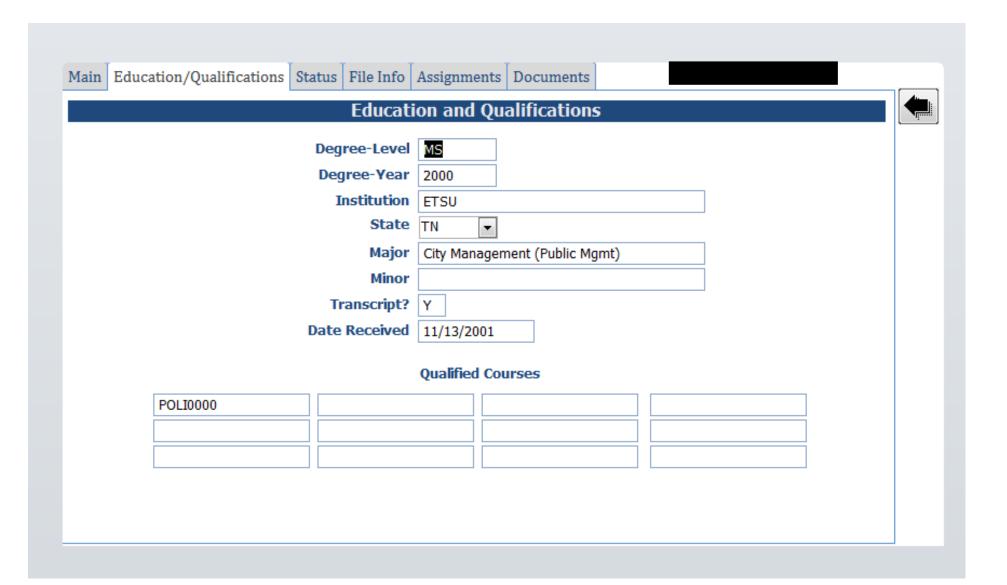
CONTRACTI	NFORMATION SHEET			
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	Birth	Date:	Gende	er: M
Johns on City, TN 37604-8921				
Phone: BU ☑				
ORGN: 143800 POSITION: 532190 FUND:	110001 ACCOUNT:	61220	PROGRAM:	205
	Cr/H rs	Rate	Other	Total
CPET 2610 A70 Microsoft Desktop Oper Sys	3	\$540.00		\$1,620.00
Pay Date(s): 2/18/2014, 3/18/2014, 4/17/2014, 5/16/2014				
CPET 2610 A80 Microsoft Desktop Oper Sys	0	\$540.00		\$0.00
Pay Date(s): 2/18/2014, 3/18/2014, 4/17/2014, 5/16/2014				
CISP 1290 A70 Microcomputer Operating Sys	0			\$0.00
Pay Date(s):				
CISP 1290 A80 Microcomputer Operating Sys	0			\$0.00
Pay Date(s):				
CISP 1290 I70 Microcomputer Operating Sys	0			\$0.00
Pay Date(s):				
CISP 1290 I80 Microcomputer Operating Sys	3	\$680.00		\$2,040.00
CISP 1290 A70/A80 and I70/I80 ARE COMBINED COURSE \$680.00 PER CR. HR.	S FOR ONE 3 CR. HR. CL	ASS PAID AT HI	IGHER RATE	OF
Pay Date(s): 2/18/2014, 3/18/2014, 4/17/2014, 5/16/2014				
. 5) 5 112 (5), 2 14 25 11, 4 14 125 11, 4 14 125 11	Total	Amount ORGN	143600:	\$3,660.00
Approvals:				. ,
Supervisor/Academic Dean ORGN: 143600	Assistant VP of E	vening and Dista	nce Education	1
Date	Date			
	Total Amount for			\$3,660.00
				,

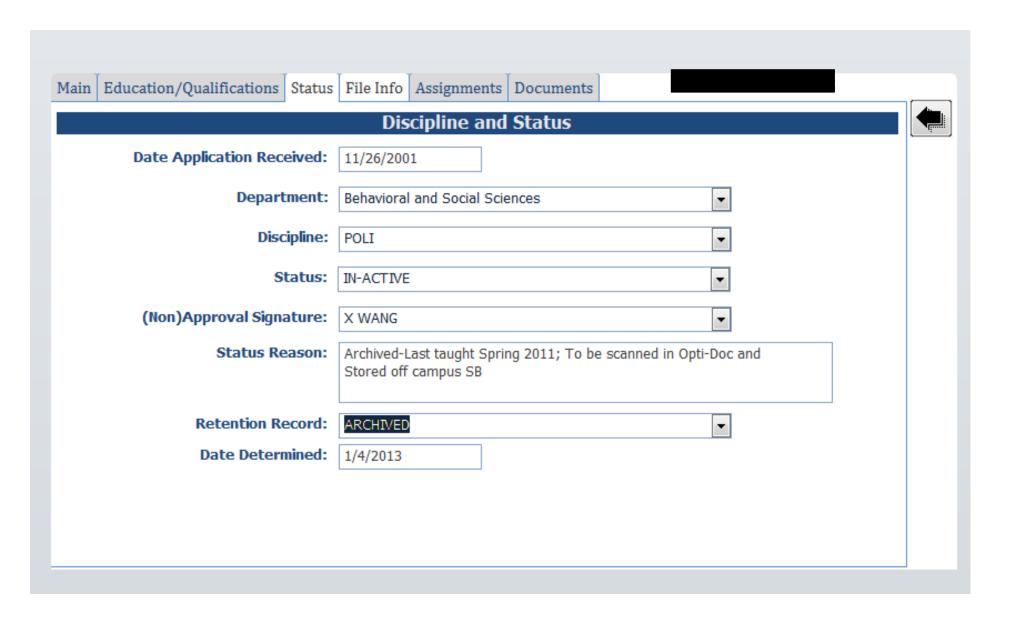
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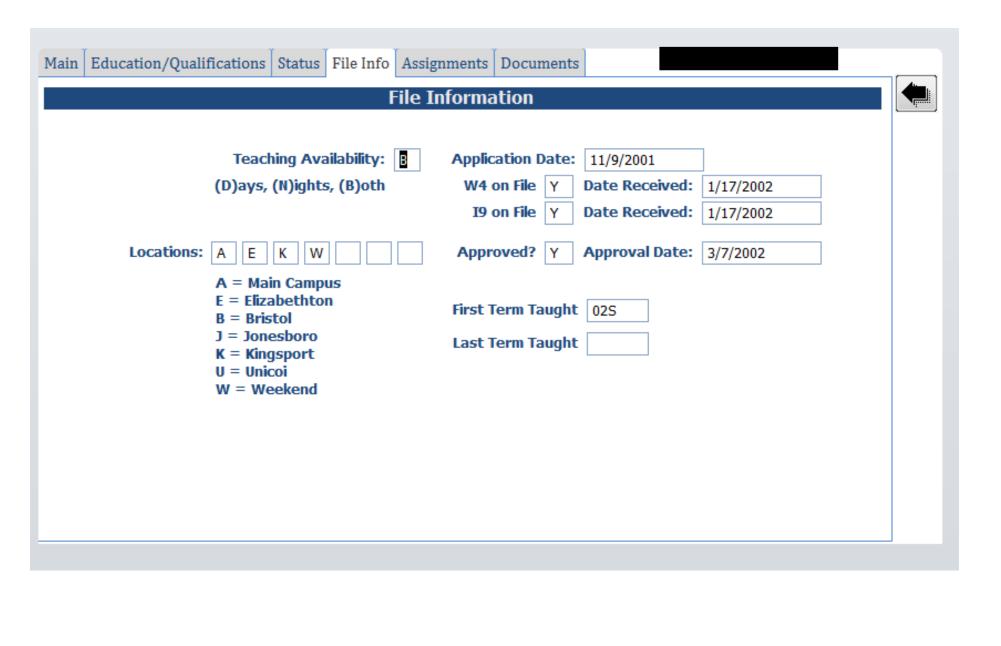
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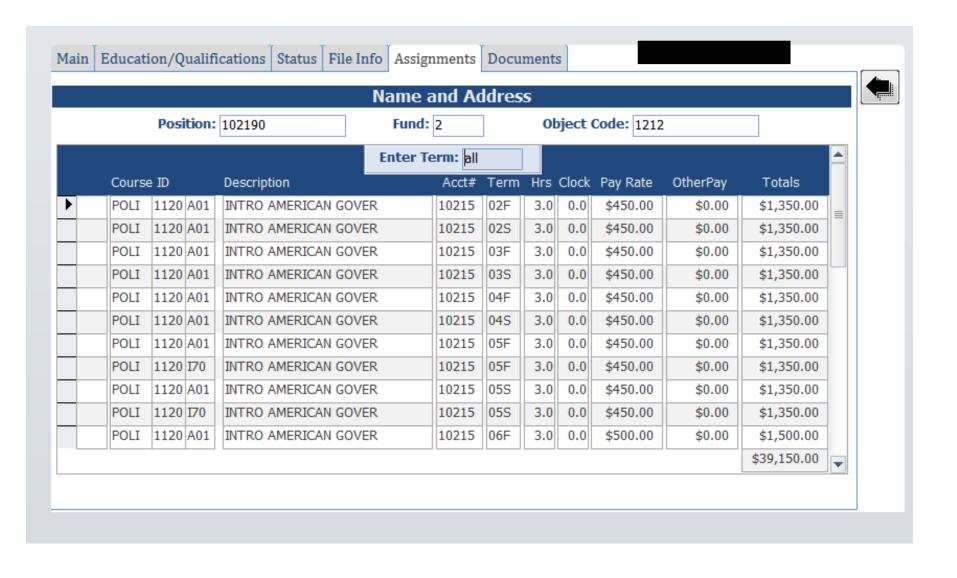


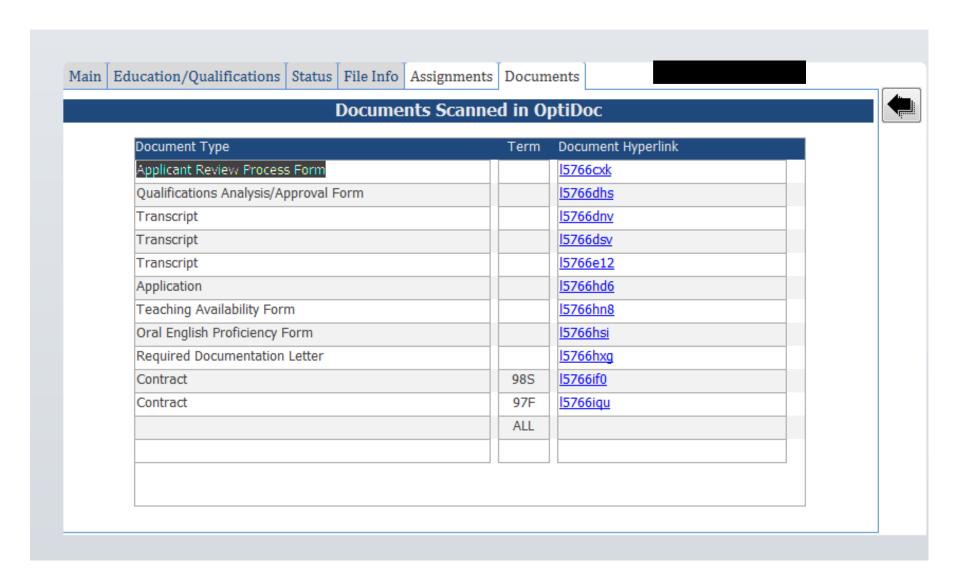












FLAC ELECTRONIC CONTRACTS AND ACKNOWLEDGEMENTS ARE COMPLETED USING BANNER FLAC AFTER THE ADJUNCT DBASE PAYROLL ASSIGNMENTS TABLE HAS BEEN EDITED WITH ALL CHANGES AND UPDATES. FLAC DATA FIELDS ARE INSERTED BY TAMRA HARRIS INTO A SPREADSHEET, COMPLETED BY THE DIRECTOR, AND THE INFORMATION SCRIPTED INTO SIAASGN FOR FLAC CONTRACT GENERATION EACH SEMESTER. SEE FLAC DOCUMENATION