

PART-TIME FACULTY HIRING PROCESS

Welcome to St. John Fisher College. We are glad to have you on board as a part-time Faculty member!

This brochure has been designed to assist new part-time faculty members with some of the administrative tasks that we all must tend to.

It is important to note that most employment actions can only be processed after you have completed your employment paperwork, and returned a signed contract for each course you are teaching.

As a part-time faculty member at St. John Fisher, you will be issued an e-mail account, a parking pass, an employee ID, have access to Fish 'R' Net and Blackboard on the College's intranet web site.

We will now review the entire process from accepting a teaching position through the end of the semester.

A. You have accepted a job to teach.

The department chair will provide the Provost's office with the following information about you:

- legal name*
- home address*
- phone number*
- date of birth*
- social security number*
- the course or courses that you will be teaching*
- vita

*This information is usually sent via a new instructor form.

B. Provost Office Actions:

Once this information is provided, contracts are generated. You will receive two contracts for every course that you teach, approximately two weeks prior to the beginning of the semester. One contract needs to be signed and returned to the Provost's office. The other contract should be retained by you.

C. Payroll Office Actions:

The Provost's office will forward your personal information to the Payroll office. The Payroll office enters your information into BANNER. (BANNER is the integrated computerized system that the College uses to support its operations.)

Within two days, the Payroll office will mail you a packet of employment paperwork that needs to be completed and personally returned.

IT is VERY IMPORTANT that you understand, without the completed paperwork being personally submitted to payroll, you will not be issued an e-mail account, an employee ID, have access to Blackboard, or have access to the secure areas of Fish-R-Net (where you access your class list, enter

grades and can view your payroll information).

The employment forms that must be returned to the Payroll office are:

- Employee Information Form
- W-4 Federal Employee's Withholding Allowance Certificate
- IT-2104 New York State Employee's Withholding Allowance Certificate
- Direct Deposit Authorization Form
- I-9 Federal Employment Eligibility Verification Form. (For this form you will need to present valid forms of identification as defined on the back side of the I-9.)

D. Employment Paperwork—It's Submitted

You have met with and submitted your completed employment paperwork to Payroll—now what?

The Payroll office will enter your data in Banner and you will now be considered an active part-time faculty member.

The Payroll office notifies other offices of your active employment status:

- The **OIT department will generate your e-mail** address, generally within 48 hours of your employment paperwork being submitted.
- The **Registrar's office will generate your PIN**, so that you may access the secure areas of Fish 'R' Net.
- You must go to **Safety & Security** to have your **employee ID** made and to **register your vehicle** for parking.

You will need to contact your department chair regarding departmental location and phone numbers.

E. Course Contract—It's Returned

You have signed, dated and returned one contract for every course you are teaching to the Provost's office—now what?

The Provost's office provides Payroll with all the necessary information to begin paying your stipend.

NOTE: if employment paperwork is not completed Payroll cannot pay you.

Your stipend will be divided equally over the number of payrolls remaining for your course. If you are teaching an independent study there may be a several week delay in beginning payroll, while we wait for the course enrollment to level-off.

F. Course Contract—Never Received—YIKES

If you have not received a contract for a course you are teaching, this may indicate that there is a problem. Please contact the Provost's office to verify that your information has been received.

G. Pay Dates, Distribution of Payroll & the 'Employee Services' Module

Payroll is every other Friday according to a predetermined payroll schedule. A current schedule of payroll dates can be found at <http://home.sjfc.edu/payroll/>.

Payroll checks are mailed to your home address.

Direct Deposit notices are available on the Employee Services module of Fish 'R' Net.

Fish 'R' Net is a site on the College's intranet page. The Employee Services module of is a section of the Fish 'R' Net site where employees can not only view their pay stubs, but also job history, payroll tax withholdings direct deposit banking information and more. We encourage you to explore this module. See section '**J. Fish 'R' Net Access**' for instructions to access. Just substitute for Step 3, 'Click on Employees Enter Secure Area.'

H. Miscellaneous Names & Numbers

The following numbers may be useful as you walk the maze of new employment.

Provost	Ronald Ambrosetti	385-8116
Academic Affairs	David Pate	385-8034
Provost Executive Assistant	Jan Clark	385-8116
Payroll Director	Mary R. Powley	385-8057
Registrar	Julie Thomas	385-8032
Blackboard	Jeremy Sarachan	385-7277
Computer Training		385-5231
Bookstore Director	Dan Edes	385-8253
Main Campus Number		385-8000
Computer Help Desk		385-8016
Library		385-8164
Safety & Security		385-8025

I. E-Mail Access

Fisher e-mail can be accessed in several ways. This procedure uses the College's intranet page.

Step 1: Go to the College's intranet web site: <http://home.sjfc.edu/>

Step 2: Click "Campus Webmail"

Step 3: You will be directed to the e-mail sign on screen. Your 'Network User Id' will be your first initial and last name. Example: If your name is Jim Teacher, your user id is **jteacher**.

Step 4: If this is your first time logging into the College's network, your password will be as follows:

- First letter of your first name (lower case) First letter of your last name (lower case)
 - The "\$" character
 - Your current 5 digit zip code
- Example: jt\$14618

After a successful sign-in, you will be prompted to change your password.

Step 5: To log off, select the Log Off icon on the Navigation Bar.

Step 6: Follow Prompts to close the browser.

J. Fish 'R' Net Access

Use Fish 'R' Net to access your class list(s) and to enter your mid-semester and final grades.

Step 3: Click Enter Secure Area

Step 4: Enter either your social security number or your Employee ID number. Your PIN is your six digit date of birth. For example: If your birth date is April 4, 1952, your PIN is **040452** (mmddyy).

After your first login to Fish 'R' Net, you are strongly advised to change your password and to enter a security question in case you forget your PIN in the future.

K. Black Board

This procedure uses the College's intranet page.

Step 1: Go to the College's intranet web site: <http://home.sjfc.edu/>

Step 2: Click Blackboard

Step 3: You will be directed to the Blackboard login screen. Your Username will be your first initial and last name. This is the same User Id that you will be using to sign into your e-mail account. Example: If your name is Jim Teacher, your Username is **jteacher**.

Step 4: Your Password will be the same as you have defined for your e-mail account.

Step 5: To log off, select the Log Off icon on the Navigation Bar.

For assistance and/or training with the Blackboard system, please contact Jeremy Sarachan at blackboardadmin@sjfc.edu.