

Add Additional Faculty Job

Bolded text in step-by-step are items you need to know prior to filling in form.

If Primary Job is Faculty or Retiree, you may add:

Administrative Supplement	Teaching Additional Class	Summer Research, Summer Session, or Miscellaneous	Emeritus (Primary Job must be Retiree)
<p><u>To assign an Administrative Supplement job:</u></p> <ol style="list-style-type: none"> 1. Enter NetID or NDID ¹ 2. Click <i>Add Additional Job</i> 3. Select Administrative Supplement 4. Click <i>Next</i> 5. Select Employing ORG ² 6. Select Job Location if other than UND 7. Select Position ³ 8. Select Suffix 9. Enter Job Hire Month & Year 10. Enter Job End Month & Year 11. Enter Salary 12. Enter <i>Comments</i>, as appropriate 13. Enter or adjust <i>Labor Distribution</i>, if necessary 14. Click <i>Review</i> to confirm information is correct. If not, click <i>Back</i> to adjust information. 15. Click <i>Submit</i> if data is correct. 	<p><u>To assign a Teaching Additional Class job:</u></p> <ol style="list-style-type: none"> 1. Enter NetID or NDID ¹ 2. Click <i>Add Additional Job</i> 3. Select Teaching Additional Class 4. Select Yes or No if additional job is in same department as their primary job 5. Click <i>Next</i> 6. Select Employing ORG ² 7. Select Job Location if other than UND 8. Enter Hire Month & Year 9. Select Number of Months to be paid 10. Enter Salary 11. Enter <i>Comments</i>, as appropriate 12. Enter or adjust <i>Labor Distribution</i>, if necessary 13. Click <i>Review</i> to confirm information is correct. If not, click <i>Back</i> to adjust information. 14. Click <i>Submit</i> if data is correct. 	<p><u>To assign a Summer Research/Session or Miscellaneous job:</u></p> <ol style="list-style-type: none"> 1. Enter NetID or NDID ¹ 2. Click <i>Add Additional Job</i> 3. Select either Summer Research, Summer Session, or Miscellaneous <i>Note: If Miscellaneous, select Yes or No if additional job is in same department as their primary job.</i> 4. Select Yes or No if based on academic year 5. Click <i>Next</i> 6. Select Employing ORG ² 7. Select Job Location if other than UND 8. Enter Hire Month & Year 9. Select Number of Months to be paid 10. Enter Salary 11. Enter <i>Comments</i>, as appropriate 12. Enter or adjust <i>Labor Distribution</i>, if necessary 13. Click <i>Review</i> to confirm information is correct. If not, click <i>Back</i> to adjust information. 14. Click <i>Submit</i> if data is correct. 	<p><u>To assign an Emeritus job:</u></p> <ol style="list-style-type: none"> 1. Enter NetID or NDID ¹ 2. Click <i>Add Additional Job</i> 3. Select Emeritus 4. Click <i>Next</i> 5. Select Employing ORG ² 6. Select Job Location if other than UND 7. Select Position ³ 8. Select Suffix 9. Enter Job Hire Month & Year 10. Enter Job End Month & Year 11. Enter Salary 12. Enter <i>Comments</i>, as appropriate 13. Enter or adjust <i>Labor Distribution</i>, if necessary 14. Click <i>Review</i> to confirm information is correct. If not, click <i>Back</i> to adjust information. 15. Click <i>Submit</i> if data is correct on Review screen.

If Primary Job is Staff, you may add:

Additional Information

Summer Session	Teaching Additional Class	Miscellaneous	You are able to add an additional faculty job if:
<p><u>To assign a secondary job:</u></p> <ol style="list-style-type: none"> 1. Enter NetID or NDID ¹ 2. Click <i>Add Additional Job</i> 3. Click <i>OK</i> to accept message 4. Select one of the following: Summer Session, Teaching Additional Class, or Miscellaneous 5. Click <i>Next</i> 6. Select Employing ORG ² 7. Select Job Location if other than UND 	<ol style="list-style-type: none"> 8. Select Position ³ 9. Enter Hire Month & Year 10. Select Number of Months to be paid 11. Enter Salary 12. Enter <i>Comments</i>, as appropriate 13. Enter or adjust <i>Labor Distribution</i>, if necessary 14. Click <i>Review</i> to confirm information is correct. If not, click <i>Back</i> to adjust information. 15. Click <i>Submit</i> if data is correct. 		<p>Payroll Cutoff & Retroactive Processing The system will alert you if there is a payroll cutoff or retroactive processing for that specific transaction.</p> <p>What happens next? Once a job has been submitted, it is routed to the Dean's office who will either approve the transaction or request changes. If applicable, it will also need to be approved by RSPA. Once approved, the faculty job will have a status of 'Complete' and be ready for payroll processing.</p>

Notations:

- ¹ If an employee is inactive or cannot be found, contact your Dean's Office* to resolve this issue.
- ² If an Employing ORG is not listed, contact your Dean's Office* to gain access to the organization.
- ³ If the Position is not listed, contact your Dean's Office* to resolve this issue and continue with the appointment process.

*If originator is in Dean's Office, then contact the Office of the Provost.