

## Oracle Online Processing for Adjunct Payments Frequently Asked Questions

1. There are only 4 options under Compensation Type for each quarter, how do I enter additional payments?
  - a. Most adjuncts should not be teaching more than 4 courses (this includes multiple sections of the same course). RIT Institute Policy E 1.0 states “The annualized load may not exceed 50% of the full-time load as defined by the dean of the college. (Monitoring the 50% of full-time constraint is the responsibility of the employing department.)” If you need to enter additional payments, please contact your Human Resources Assistant.
2. What do the terms “Processed” and Pending Approval” mean in the status column.
  - a. Pending approval – An entry has been submitted for this quarter but has not been approved.
  - b. Processed – An entry has been submitted and approved either for this quarter or a prior year. You may select a type with this status if the entry was made in a prior year. If you select a type with a Status of Processed and the next page is “Compensation Update Mode”, please **STOP** and contact your Human Resources Assistant for assistance. Changes to current quarter adjunct entries must be made through Human Resources.
3. How do I make a change or delete an entry?
  - a. You must contact your Human Resources Assistant for all changes or deletions.
4. When can I enter Adjunct payments?
  - a. Generally the quarter processing for Adjunct payments begins approximately 4 – 5 weeks before the beginning of each academic quarter.
5. We hired a returning Adjunct after the quarter started, how can I enter his payment information?
  - a. Go ahead and process his payment as you would normally. You have up until approximately 4-5 weeks before the next quarter starts to enter the current quarter payment information. The Payroll Retro payment process will bring the employee current as of the next pay period.

6. After selecting the compensation type for an Adjunct, a Compensation Update Mode screen was displayed. There are 2 selections that ask if the distribution has or has not been paid. Which should I select?
  - a. **STOP** – Do not continue with this transaction, cancel and move back to the entry screen and select another Compensation Type. If you see this Update Mode screen for all of the Compensation Types, this means that the Adjunct may have reached the limit for his/her course load. Please contact your Human Resources Assistant for more information.
  
7. Can I use the Online Adjunct Entry system to make entries for Summer Salary or Special Assignment payments?
  - a. No – those still need to be submitted by paper. General Ledger and other reporting can be compromised. We are looking to add these payment types in the future.