WaveWorks

Create a Job Offer - Adjunct Faculty

WaveWorks Training

TULANE UNIVERSITY

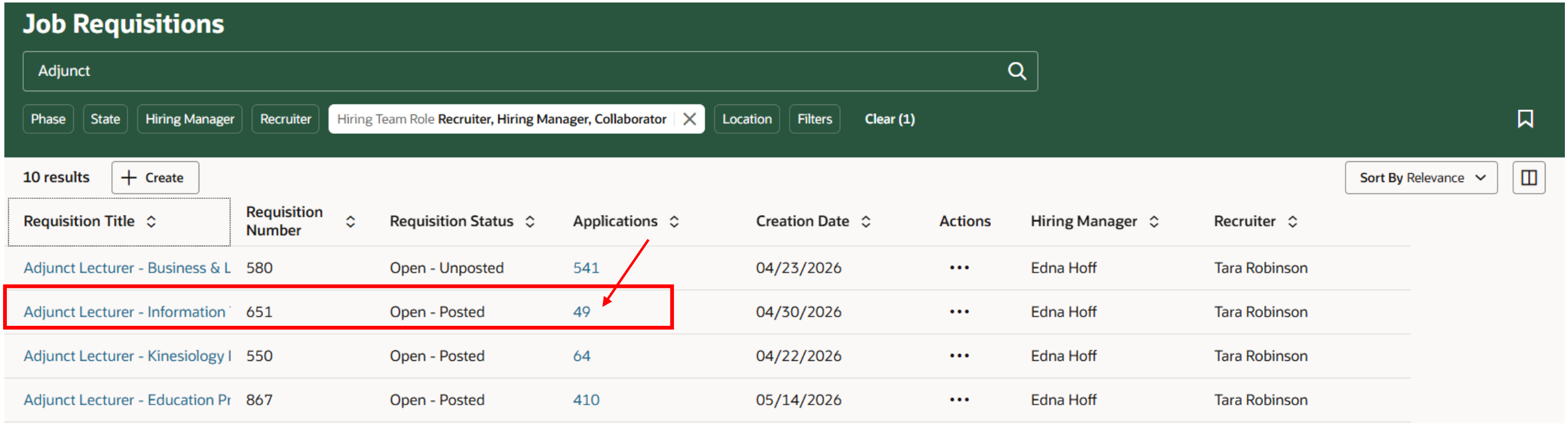
Agenda

Hiring Process Overview

- Create a Job Offer
  - Adjunct Faculty
  - A separate training is available with instructions on creating a job offer for full-time faculty.

Log in as the Hiring manager and navigate to '**My Team'** then to '**Hiring**.'

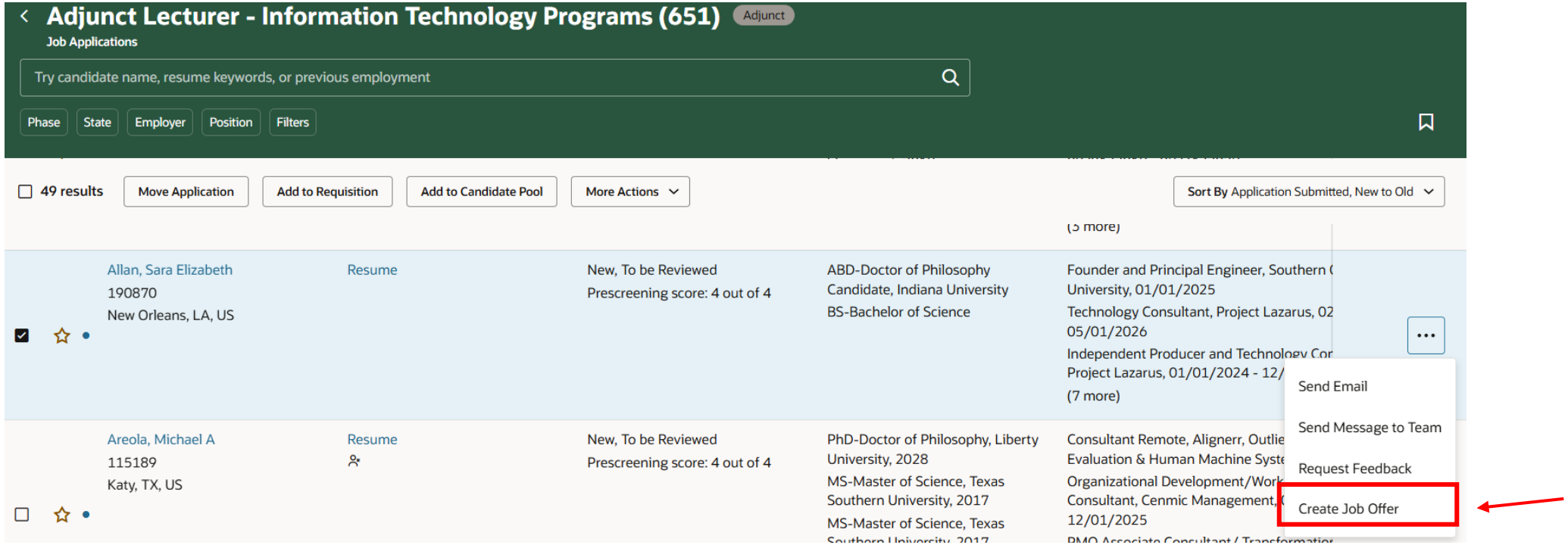
Navigate to '**Requisitions'** and click on the **number** of Applications.



Once you have selected the perfect candidate, the next step is to create the offer.

Go to the Candidate's name, select the box next to the name and on the far right, click the three Action dots.

Click on '**Create Job Offer.**'

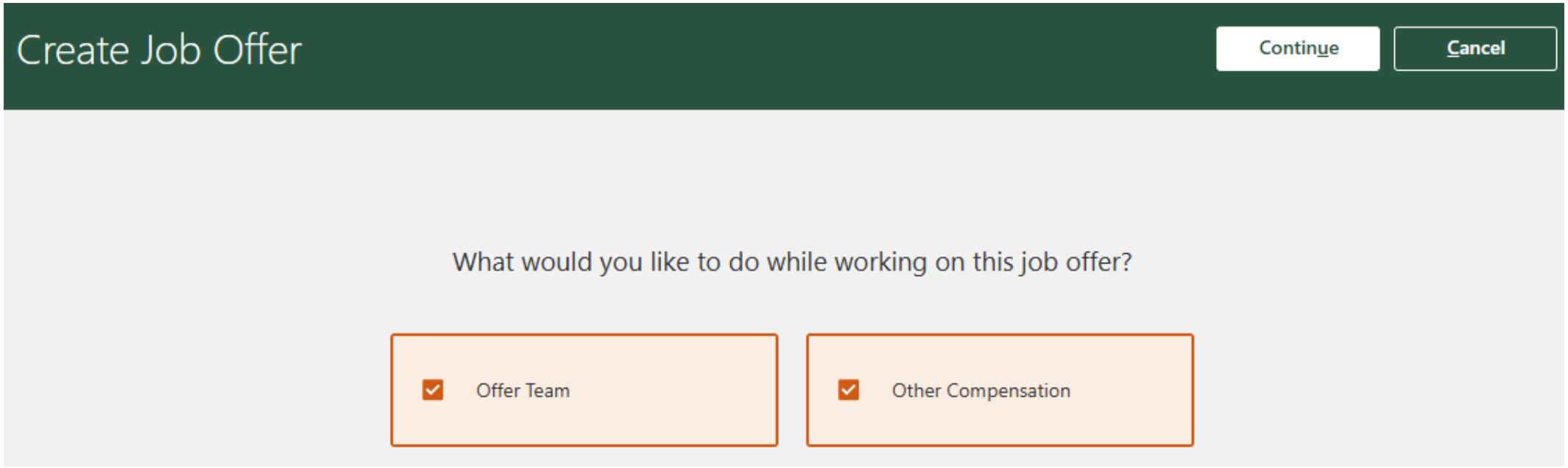


The offer template will populate. Select '**Offer Team'** and **'Other Compensation'** then click Continue

NOTE: **'Other Compensation'** MUST be selected for Adjunct hires where teaching is their primary role.

For SOM faculty, where the Adjunct's primary role is teaching, select **'Other Compensation.'**

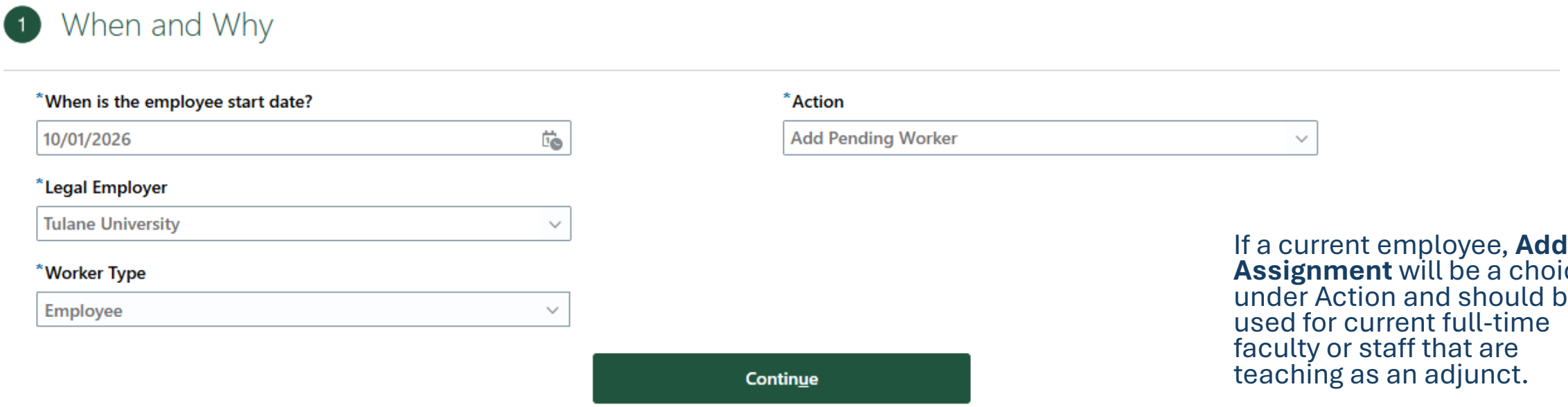
DO NOT select 'Other Compensation' if their primary role is not teaching.



Select the **Start Date**. This will be a 'project' start date pending the background check progress.

Employer is always '**Tulane University**,' and Worker Type is '**Employee**.'

If a candidate is new hire (not a current employee), the Action '**Pending Worker**' will populate.



If a current employee, **Add Assignment** will be a choice under Action and should be used for current full-time faculty or staff that are teaching as an adjunct.

2 Assignment Info

*Proposed Person Type
Faculty

*Business Unit
Tulane University

Position
Adjunct Lecturer

*Job
Lecturer

Business Title
Adjunct Lecturer

Department
SOPA Adjunct Lecturers

*Location
Richardson Building

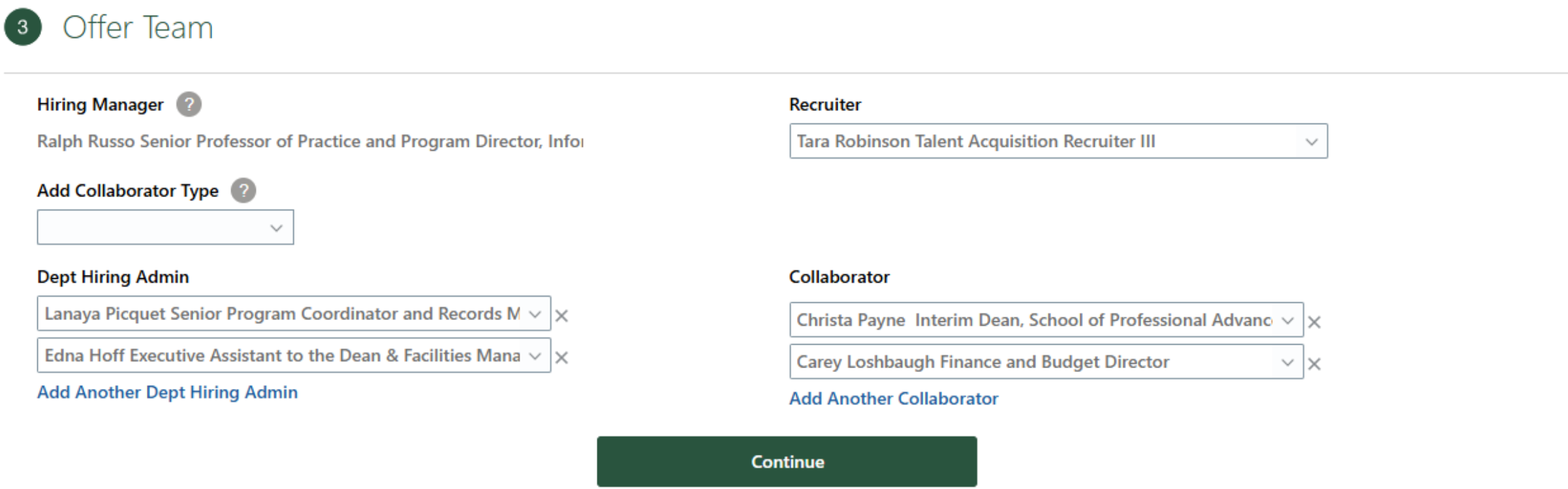
*Working at Home
No

Assignment Category
Adjunct Faculty

Continue

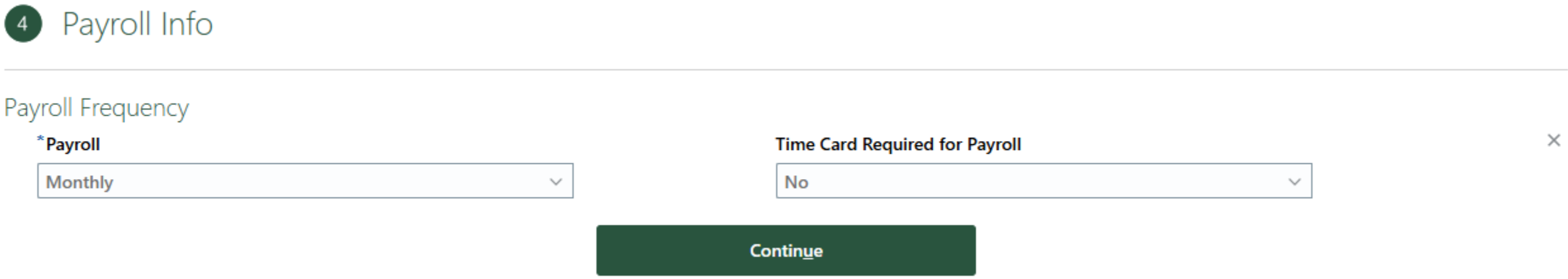
The "Hiring Manager" will update to the actual manager of the position according to the position hierarchy.

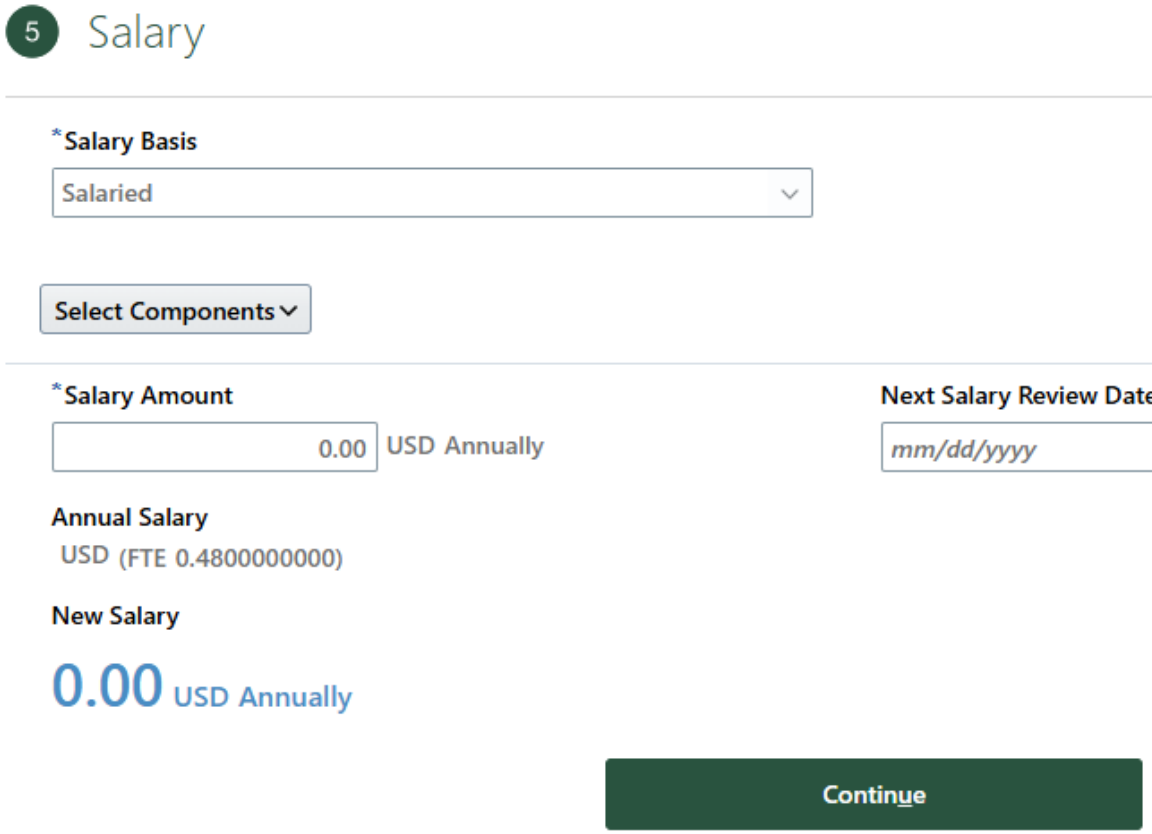
For anyone to view the Offer, their name **MUST** be added as to the **Offer Team**.



In the Payroll drop-down menu select Monthly.

Exempt positions will be paid **Monthly** and <u>do not</u> require a Time Card.





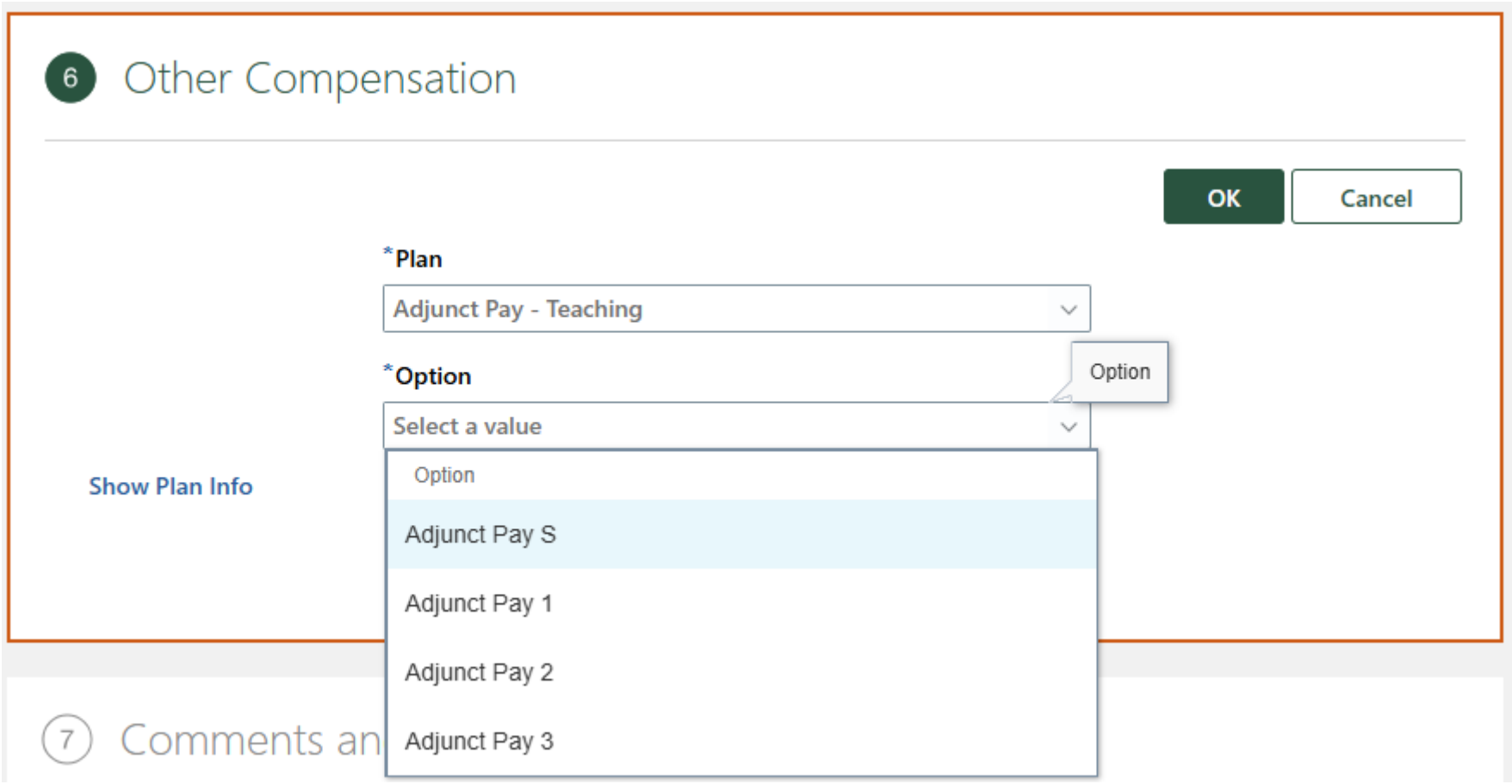
All **exempt** positions are '**Salaried**.'

Select '**Salaried**' for Salary Basis

Skip '**Select Components**'

If hiring an Adjunct whose primary role is Teaching, enter **$0** for salary amount.

Adjunct pay is entered as '**Other Compensation.**'



Select the appropriate plan.

- Adjunct S for a one-time payment;
- Adjunct Pay 1-3 for multiple payments;
- Awards or Bonus

In this example we will submit **Adjunct Pay 1** for multiple payments.

6 Other Compensation

Delete | OK | Cancel

Plan
Adjunct Pay - Teaching

Option
Adjunct Pay 1

Start Date
10/01/2026

End Date
☑ Ongoing

***Amount Per Pay Period**
2,000.00

***Total Amount**
10,000.00

Reason For Pay
Teaching

Comments
INFOTECH 100-01

***Credit Hours**
3.000

***ACA Hours**
9.750

GL Alias
GL213024-CENTER FOR ENGAGED LE~210190-OA

Cost Center Details
OAA Center for Engaged Learning & Teaching

Override Cost Center Program
00000-Undefined Cost Center Program

Override University Activity
0000-Undefined University Activity

Override Project
GL213024

Project Details
CENTER FOR ENGAGED LEARNING AND TEACHING

Tasks
T01

Cost Center Program Details

University Activity Details

- Start Date: Enter effective date
- Leave box checked for 'Ongoing' even for one- time payments.
- Enter amount per pay period
- Enter total amount. Payment will end when the total amount is reached.
- Select reason for pay
- Enter comments as needed
- Enter credit hours and ACA hours
- Enter appropriate accounts and project information as appropriate

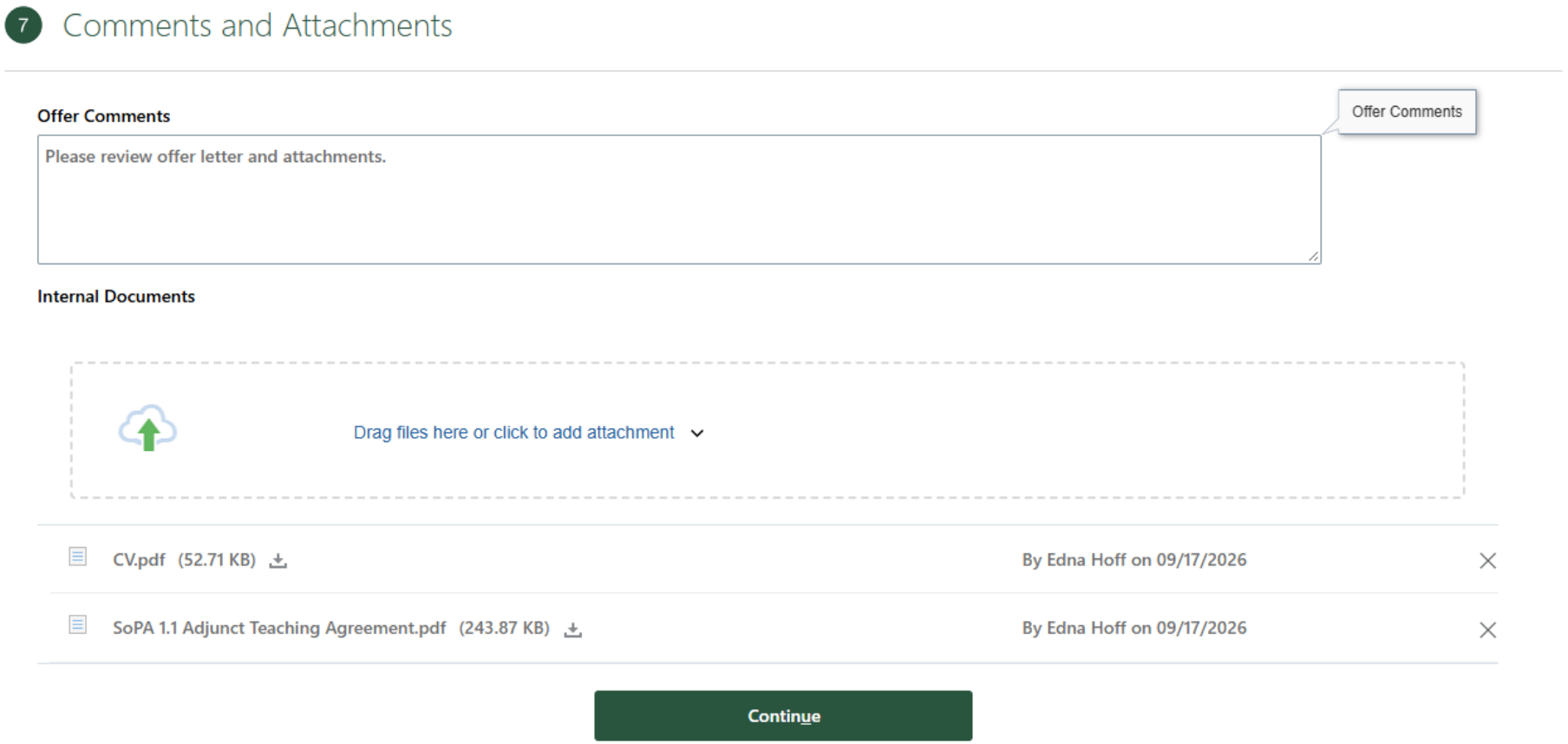
Enter Alias OR Override project. Override Cost center program and Override University Activity will be used only for GL Projects. PPM projects do not use these values.

Credit hours = Total credit hours an adjunct is teaching. ACA Hours are equal to weekly working hours.

Adjunct Positions: You **MUST** attach the following documents:

- The fully executed offer letter.
- CV, if your school does not use the Provost Office's Adobe Sign instance.

Attach documents here so that those in the approval flow can review.



7 Additional Info

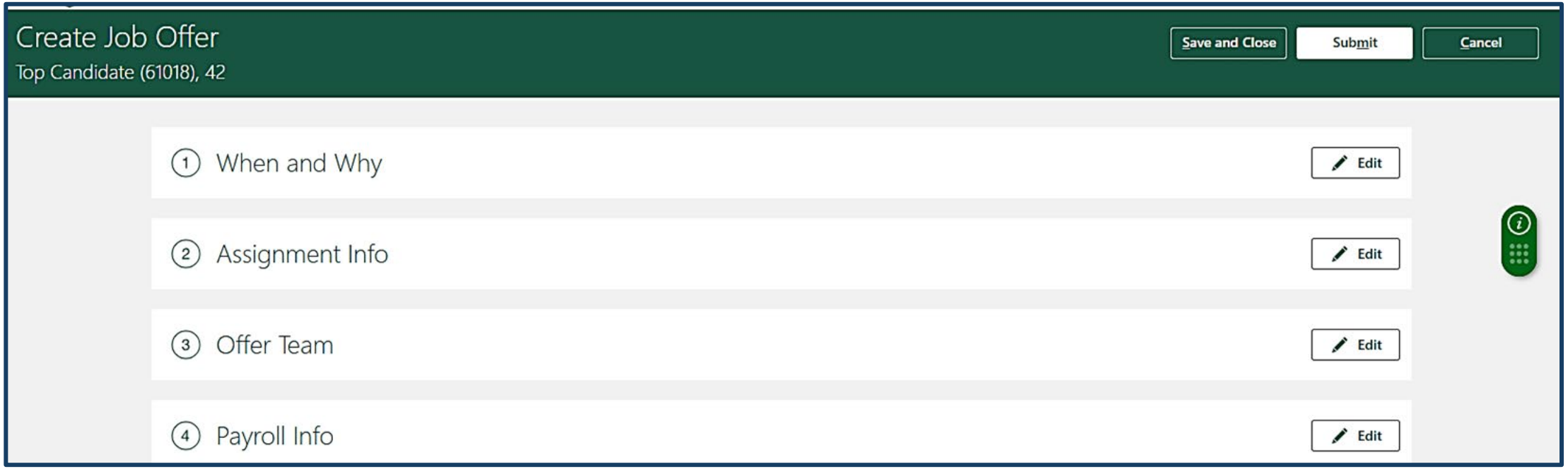
Does faculty have terminal degree in area they are teaching?

If no, provide a justification for teaching that course

FLSA Status

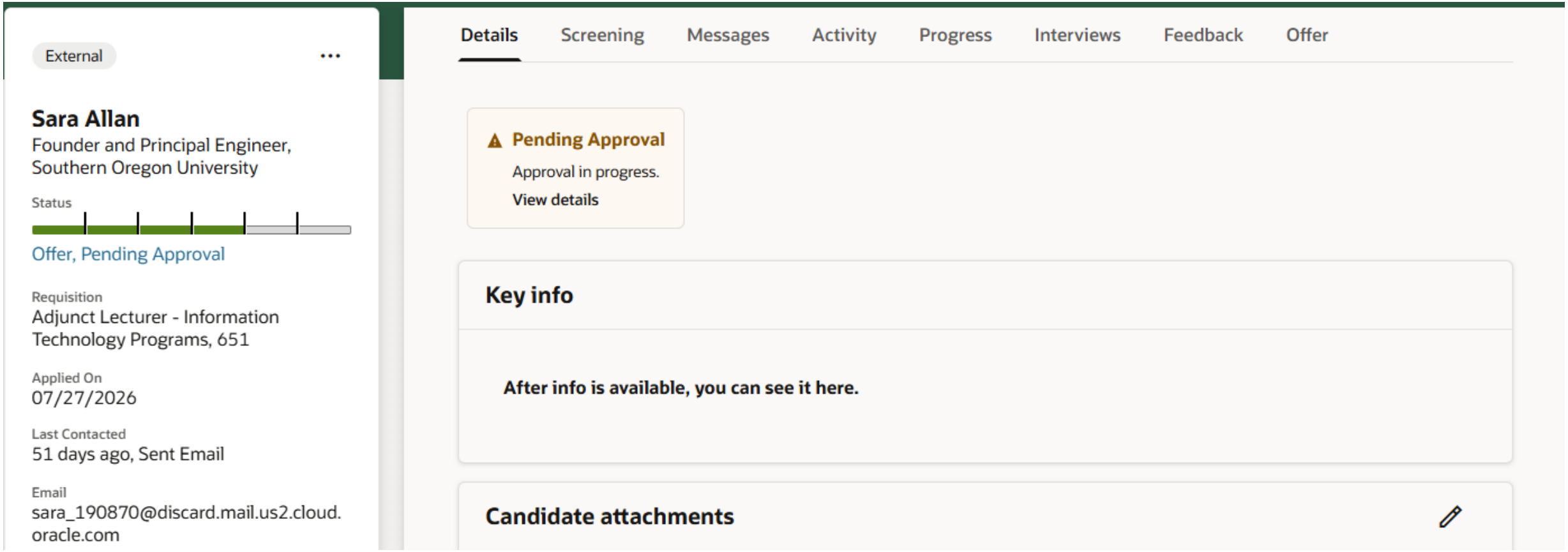
EXEMPT

Scroll up to the top and click '**Submit**.'



Once the offer is submitted, it routes for approvals. If over Mid-point, it will go to Compensation. If over budget, it will route to Budget. All route to the Recruiter.

To view the approvals, go to the Candidate's profile, select 'Offer,' then click 'View details.'



Click on View Details to view the Approval Flow Progress. The full approval will populate for view. Scroll to the end of the page to see the Approvers.

Approval Request for Job Offer

Adjunct Lecturer

Sara Allan

Offer Details

Hire Date	10/01/2026
Legal Employer	Tulane University
Worker Type	Employee
Proposed Person Type	Faculty
Position Name	Adjunct Lecturer
Position Code	600068
Assignment Category	Part time
FLSA Status	Exempt
Budgeted Amount	$0
Grant Funded	N

Assignment Details

Business Unit	Tulane University
Job	Lecturer
Department	SOPA Adjunct Lecturers
Location	Richardson Building

Collaborators

Edna Hoff
Executive Assistant III
ehoff@tulane.edu.xxxyyyzzz

Lanaya Picquet
Senior Administrative Assistant
lanaya@tulane.edu.xxxyyyzzz

Christa Payne
Chief Business Officer
cpayne7@tulane.edu.xxxyyyzzz

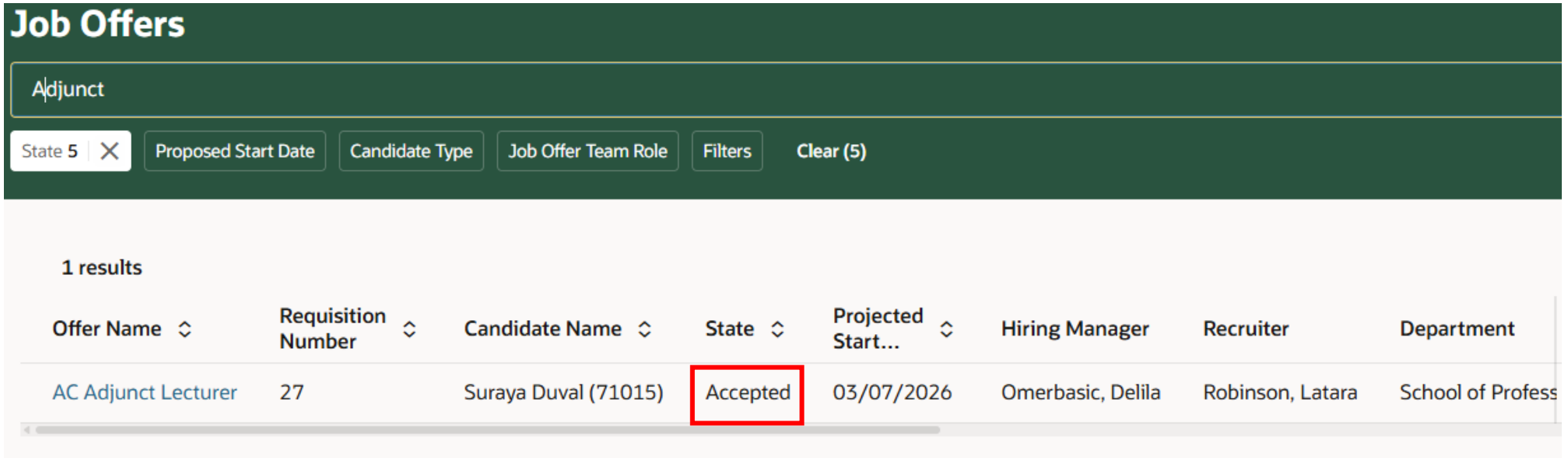
Carey Loshbaugh
Director, Finance
closhbaugh@tulane.edu.xxxyyyzzz

Approvers

Tulane Associate Provost Workflow Approver

Assigned to **Christa Payne** 09/17/2026 3:27 PM

Submitted by **Edna Hoff** 09/17/2026 3:27 PM
CV.pdf
SoPA 1.1 Adjunct Teaching Agreement.pdf



You can view the offer status by navigating to My Team > Hiring and clicking on the 'Offers' tab.

Once approved, the Recruiter will accept the Job Offer.