

Fairleigh Dickinson University
Adjunct Onboarding Quick Reference Guide and Estimated Timelines

The following is an overview of the onboarding process.

Please note that the timelines provided are estimates only.

ONBOARDING ACTION	INITIATOR	ESTIMATE TIMELINE
Notification of Part-Time Teaching Contract	Departments: Send contract letters to adjuncts and retain signed copies in the department and dean's office.	Anytime within 90 days of semester start date
Personnel Information Notice (PIN) - internal paperwork	Departments: Departments initiate the PIN via DocuSign. The final destination of the PIN is Enrollment Services, who will assign the adjunct to the course provided on the PIN.	PIN may be submitted no earlier than 60 days before the semester start date
Background Check	Human Resources: The adjunct will receive an email from our third-party vendor, Sterling, to begin the process.	48 to 72 hours after the adjunct submits their information to Sterling (or longer if the adjunct has lived in multiple states)
Employee ID Number and NetID (FDU Email Address) Created	Human Resources and IT	24 to 72 hours after successful background check is returned
Claiming the NetID	Human Resources/IT: The adjunct will receive an email with instructions on how to claim/activate their NetID.	The adjunct will have 30 days to claim/activate their NetID
Accessing FDU Email, Webcampus/Blackboard, and Self-Service	Adjunct <i>Note: Departments should provide the adjunct with instructions on where to find the links for these systems.</i>	24 hours after claiming the NetID, the adjunct will have access to their FDU email, Self-Service, and Webcampus/Blackboard
FDU Alert and Faculty Manual	Departments: The departments instruct the adjunct to set up their FDU Alert within Self-Service and provide them with a link to the Faculty Manual.	Anytime after gaining access to Self-Service
Employee ID Card and Parking Decal	Departments: Provide adjuncts with instructions for obtaining employee ID card and parking decal – these vary by campus. Departments should check with Public Safety on each campus for specific instructions.	Adjunct may obtain their employee ID card and parking decal as early as the week before the semester begins
W-4 and I-9 <i>Note: if the adjunct lives out of state, the department must contact HR/Payroll to determine the I-9 verification rules for the specific state.</i>	Departments: The departments will provide the adjunct with a link for the DocuSign W-4. The department must meet with the adjunct in person to complete and sign the employer section of the I-9, collect copies of their documentation, and send the completed original form with wet signatures and copies to HR via intercampus mail.	Adjunct must complete the employee section on or before the 1 st day of hire. The employer section must be completed within prior to the hire date but no later than the third day post hire date.
MyADP	Human Resources: The adjunct will receive instructions for setting up MyADP.	Within the first 2 weeks of the semester start date
Final Onboarding: <ul style="list-style-type: none"> • Required trainings • Direct deposit setup • Onboarding survey 	MyADP: The adjunct will see remaining outstanding onboarding tasks in MyADP.	Adjunct needs to complete all onboarding tasks within 30 days of the semester start date