



# JOLIET JUNIOR COLLEGE

1901

## NEW Adjunct Faculty Assignment Verification

After entering adjunct information into NAE and FCTY, complete this form and submit with other required forms to Adjunct Faculty Center (AFC). **Reminder:** All paperwork **must** be submitted before the adjunct starts teaching and before payroll can be processed.

Date: \_\_\_\_\_

Adjunct Name: \_\_\_\_\_

JJC ID#: \_\_\_\_\_

The above adjunct has been assigned to teach the following course(s):

<u>Term</u>	<u>Course Name</u>	<u>Start Date</u>	<u>End Date</u>
i.e. 2011SP	ACCY 101-010	01/13/11	5/13/11

Department: \_\_\_\_\_

Payroll/GL account #: \_\_\_\_\_

Processed by: \_\_\_\_\_

Signature of Department Chair: \_\_\_\_\_

### Office of Human Resources:

Upon receipt of this completed form, please assign a position code and wage.

Date entered: \_\_\_\_\_ initial \_\_\_\_\_