Enter Hire Comments

The following information should be entered on the Prepare for Hire Details page for part-time faculty:

1. **Reason Code** = *Temporary Assignment*.
2. **End Date** = Use the end of the semester date. NOTE: This date is always the Sunday of commencement weekend.
3. **Supervisor Name/ID** = Name and Empl ID of employee’s supervisor
4. **Mail Drop** = Zip +4 for the department where the employee will be assigned
5. **Building** = The building where the employee will be assigned
6. **Room** = The room number where the employee will be assigned
7. **Campus Phone** = The campus phone number
8. **Additional Titles** = Leave blank - these fields are not used for part-time employees.
9. **Stipend** = Leave blank - this field is not used for part-time employees

10. **Tax Location Code** = Choose the tax location corresponding to the employee’s assignment. Orville for Wayne campus, Akron for Main campus, etc.
11. **Contingencies** = Leave blank – this field is not used for part-time employees
12. **Comments** = Add any comments for Human Resources.

Part-time Faculty Acct Codes box:

13. **Term Appointment Load** = Enter the load hours assigned to the employee for the term.
14. **Combination Code** = Enter the account code the employee will be paid from and the percentage of distribution. If there are multiple account codes you must click the plus button to add additional codes and percentages. To view multiple account codes, click the View All link.
   - For *teaching assignments*, enter a dash after the account code followed by the four digit code of **5031** (i.e. 201540-5031).
   - For *non-credit assignments*, enter a dash after the account code followed by the four digit code of **5032** (i.e. 201540-5032).
15. Click **Save**.