

RBHS FACULTY PAID SECONDARY ASSIGNMENT WORKFLOW

Purpose:

This document defines the workflow for an RBHS school or institute hiring a faculty member from any school or unit within Rutgers to perform paid duties via a secondary assignment. This includes all Rutgers faculty, such as full and part-time faculty (including Faculty Administrators), per-diems, and part time lecturers in both Legacy RU and Legacy UMDNJ positions.

Definition:

A secondary assignment allows schools to hire faculty to provide services as either a Class 8 salaried per-diem employee (co-adjutant) or as a Class 4 hourly employee.

All secondary assignments must be approved prior to the start of an assignment. The secondary assignment may not interfere with, and must be in addition to, the faculty member's regular duties.

Required Documents:

1. Complete Secondary Assignment Request for Faculty form including all required signatures.
 - a. If the faculty member will be teaching a course as a Class 8 employee, a [Secondary Assignment FTF](#) must also be completed. This is not needed for Class 4 hourly assignments, as they are paid via Time & Labor entry in ARS.
2. An offer letter including job duties and salary information from the secondary department. [Secondary Assignment Offer Letter Template](#).

Workflow for Faculty with a Primary Appointment in an RBHS School

1. The secondary department provides the faculty member's primary school Faculty Affairs Office the required documents.
2. The primary school Faculty Affairs Office uploads documents into ImageNow and forwards to RBHS Faculty Affairs for final review.
3. Once the request has been approved by RBHS Faculty Affairs, the primary school will send the approved Secondary Assignment Request Form and FTF (if applicable) to the secondary school Faculty Affairs Office.
 - a. If the assignment is being paid as a Class 8, the Secondary Assignment Request Form, FTF, and offer letter shall be sent to UHR for final processing in PeopleSoft or entered into PeopleSoft by the school if the school has access.
 - b. If the assignment is a Class 4 hourly, the approved Secondary Assignment Request Form and offer letter shall be sent to the faculty member's primary department in order to process payment via Time & Labor.

Workflow for Faculty with a Primary Appointment outside of RBHS

1. The secondary department provides the faculty member's primary school Faculty Affairs Office the required documents.
2. The secondary department will upload the forms into ImageNow and forward to RBHS Faculty Affairs for approval.
3. Once the request has been approved by RBHS Faculty Affairs, the secondary school will send the approved Secondary Assignment Request Form and FTF (if applicable) to the primary school Faculty Affairs Office.
 - a. If the assignment is being paid as a Class 8, the Secondary Assignment Request Form, FTF, and offer letter shall be sent to the faculty member's primary department to be entered and uploaded into PeopleSoft.
 - b. If the assignment is a Class 4 hourly, the approved Secondary Assignment Request Form and offer letter shall be sent to the faculty member's primary department in order to process payment via Time & Labor.

Related Documents:

[Requirements for Faculty Actions](#)

[Secondary Assignment Request Form](#)

[Secondary Assignment FTF](#)

[Secondary Assignment Offer Letter Template](#)

[RBHS Per-diem Options – Class 4 and 8 Job Code Options](#)

[Multiple Assignment Matrix – External](#)