

Non UNCG Payroll Persons with UNCG Relationships.

Faculty and Staff who are on UNCG Payroll are eligible for campus services based on their employment status.

Persons who are not being paid via UNCG Payroll but who provide services to UNCG would typically fall into one of the following five categories.

Persons must be appropriately categorized in order to receive services. First and Last Work Dates must be established in Banner to define the beginning and planned end dates of the relationship.

If an unpaid relationship ends before the Last Work Date that was originally established, the sponsoring department head or instructor must notify the appropriate data entry office (Faculty Personnel Services or Human Resources) to change the Last Work Date to reflect the ending of the relationship.

Type (Eclass)	Definition	Standard Cases	Other Info.
Adjunct Faculty (AF)	"The purpose of adjunct faculty appointments is to recognize the contributions and expertise of persons who participate in the teaching and/or research of a given department but who are not employees of that department."	--Current faculty at another Higher Education Institution with a collaborative relationship with UNCG at the Department or School Level. --Current member of a Non Higher Education Organization with a collaborative relationship at the Department or School Level utilizing related professional expertise to benefit UNCG. --To continue work previously performed as a paid Faculty Member once having left UNCG.paid employment --NCAT Faculty in JSNN --NCAT Faculty in JMSW program	Typically 3 year appointment but can be ongoing* See https://provost.uncg.edu/documents/personnel/adjunct.pdf for details and process. Approvals by Department Head, Dean, & Provost. Banner data entry by Faculty Personnel Services
Adjunct EPA (AJ)	"The purpose of adjunct (EPA) appointments is to recognize the contributions and expertise of persons who participate in the teaching and/or research of a given department but who are	--Current employee at another Higher Education Institution with a collaborative relationship at the Department or School Level for <i>Non Teaching Purposes</i> .	Typically 3 year appointment but can be ongoing* See

	not employees of that department."	<p>--Current member of a Non Higher Education Organization with a collaborative relationship at the Departmental or School Level utilizing related professional expertise to benefit UNCG, <i>for Non Teaching Purposes</i>.</p> <p>--To continue EPA Non Faculty type work performed after having left UNCG.</p> <p>--Interlink Staff</p> <p>--New Mind Staff</p>	<p>https://provost.uncg.edu/documents/personnel/adjunct.pdf for details and process</p> <p>Approvals by Department Head, Dean (or AVC), & Provost.</p> <p>Banner data entry by Human Resources</p>
Affiliate (AA)	<p>"Person providing services to benefit the department, which require the person to be use UNCG resources generally provided to employees (Computing Accounts, ID Cards, Physical Access via ID or Keys)"</p> <p>--Don't fit definition of Adjunct Faculty or Adjunct EPA or Affiliated Researcher</p> <p>--Typically job functions similar to a UNCG Staff member</p>	<p>--Beyond Academics Staff</p> <p>--Middle College Teachers & Staff (GCS Employees)</p> <p>--Campus Ministers</p> <p>--Persons hired through a Temp Agency to work at UNCG</p> <p>--Select employees of Campus Service Providers (Bookstore, Dining)</p> <p>--UNCG General Administration Staff housed at UNCG (Pathways /CFNC/UNCEP)</p> <p>--Former UNCG Staff member assisting their former department for a limited period of time.</p>	<p>One year Maximum.</p> <p>Form: https://hrs.uncg.edu/Files/Forms/Affiliated_Persons_Request_Form.docx</p> <p>Approvals by Department Head and HR.</p> <p>Banner data entry by Human Resources</p>
Affiliated Research Participant (AR)	Typically college or High School age persons participating in Grant funded research seminars (typically summer), not being paid via Payroll	Participants in Pre-Defined Programs	<p>One year Maximum</p> <p>Program Approvals by Vice Chancellor for Research and Economic Development</p> <p>Names of Individual Participants in approved programs should be provided by Departmental Program Managers to Human Resources for Banner Data Entry</p>

LMS Guest Lecturer (AA)	Person providing assistance in teaching a course in Canvas Online Learning Platform.	LMS Guest Lecturer	<p>One year Maximum.</p> <p>https://its.uncg.edu/Canvas/Account_Requirements/</p> <p>Approvals by Course Instructor, Registrar's Office and HR.</p> <p>Banner data entry by Human Resources</p>
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*Ongoing appointments will be checked every 5 years to confirm that the relationship basis is still valid and has not lapsed.

All categories of Non Payroll persons must take Security Awareness Training, like regular employees.

First Work Date and Last Work Dates are established at time of entry into Banner.