Part-Time Instructor (PTI) Request Process

STEP 1. REQUEST PTI VIA THE PURCHASE REQUEST (PR) PORTAL

☐ To request a PTI, complete and submit the PTI Request Form: https://app.smartsheet.com/b/form/9d0878a9c1294bc8bec54a809012c0f3

- Returning PTIs are available to select via pre-populated drop-down menu.
- New PTIs need to have their information entered manually.
- Please submit one PTI request form for each class being taught (i.e., if a PTI will be teaching more than one course for the semester, two forms need to be submitted, one for each course).

STEP 2. PTI REQUEST FLOWS THROUGH PURCHASE REQUEST PROCESS

☐ After a PTI request form is submitted, it flows through the Purchase Request Process:

- Returning PTIs receive an automated email asking them to review the information currently on file for them. They either certify that the information is correct or make edits and certify that their information has been updated. (Note: New PTIs will not receive this automated email).
- If a PTI updates their information, the initial PTI PR request form is updated with this information and sent to the Business Office for Level 1 review.

☐ The Business Office completes Level 1 Review.

☐ Program Directors review the PTI request (as information may have been updated since the initial request) and complete Level 2 Review. If the request is approved, the Purchase Request process is complete.

STEP 3. LETTER OF AGREEMENT (LOA) SENT TO PART-TIME INSTRUCTOR

☐ Information from the PTI Purchase Request Form auto populates an LOA, which is automatically sent to the PTI via DocuSign. PTIs must attach a copy of their curriculum vitae (CV) and sign the LOA to move forward with teaching for the semester.

☐ Program Directors can monitor the progress of their PTIs and LOAs via dashboard: https://app.smartsheet.com/b/publish?EQBCT=f2d1647550c24d56929704be471115d4

☐ Once an LOA has been signed, Human Resources and Payroll are automatically notified via email. Additionally, automated "welcome" emails are sent to the PTIs with a link to the PTI SharePoint site. (Note: if PTIs are new to UK, they are informed that they will not be able to access SharePoint until they have a LinkBlue ID).

STEP 4. PAYROLL AND HUMAN RESOURCES (HR)

- ☐ Payroll reviews the PTI information and indicates whether the PTI is already in the UK SAP system (i.e., a returning PTI) or that they need to go through the Human Resources hiring/onboarding process (i.e., a new PTI).
    - Payroll receives an email with the new PTI's LinkBlue ID during the hiring process and will update Smartsheet. New PTIs will receive an automated email with their LinkBlue ID from Smartsheet as well as the link to the SharePoint site (which they will now be able to access).

- ☐ If a PTI needs to go through the hiring/onboarding process, HR indicates when the PTI has completed the onboarding process.

- ☐ Once all Payroll and HR processes are complete, automated emails are sent to Program Directors letting them know that the PTI they requested is ready for the semester.