

# HR S.M.A.R.T

## Source for Monthly Answers, Reminders, and Tips

### ADJUNCT/FHSU ONLINE APPOINTMENT FORMS

Bev Gross in the Budget and Planning Office is completing all Adjunct, FHSU Online and Compensation Calculation and appointment forms. Fall 2023 appointment forms for these employees will begin to be sent out the week of **August 7th**. If there are questions about Fall appointment forms, please contact Bev Gross at 785-628-4513.

Kristen Pfeifer in the Human Resource office will continue to handle all full-time employee appointment forms.

### FALL SEMESTER FHSU ONLINE PAY DATES

Below are the pay dates for On-Campus Adjuncts, FHSU Online adjuncts, and full-time Faculty overloads. Please note that there will be a delay in pay for online courses because pay is prorated based upon enrollment. Enrollment for 8 week courses is calculated after the 8th day of classes.

Full semester course pay dates: 10/13, 10/27, 11/09, 11/22, 12/08, and 12/22.

The tentative pay date for the first 8-week course is 09/29/23.

Please note that payroll processing will not begin until we have a signed appointment form on file.

### VIEWING OVERLOAD PAY IN WORKDAY

Current and historical payments can be viewed within the Compensation Tab.

**To view Compensation:**

Workday > Photo/Icon > View Profile > Compensation > Historical Activity Pay > View with Payment Details

### VIEWING YOUR PAY SLIP IN WORKDAY

Employees are able to view their pay slips in Workday. This is a great tool to have! From the "Pay" Tab, you are also able to access other information pertaining to your pay!

**To view Pay Information:**

Workday > Photo/Icon > View Profile > Pay > Pay slips

### NEW TEAM MEMBERS

Heather McWhirter  
Payroll Specialist

Madisyn Green  
Administrative Specialist

For questions, contact 785-628-4462

### RECRUITMENT CORNER

#### STUDENT POSITIONS

LABORER  
UNIVERSITY FARM

GROUNDS ASSISTANT  
UNIVERSITY GROUNDS

#### FULL TIME STAFF

ADMINISTRATIVE SPECIALIST  
PURCHASING OFFICE

SKILLED TRADES TECHNICIAN  
PLANT OPERATIONS (EVENING SHIFT)