All employees are covered by Workers’ Compensation Insurance whenever they are on campus, performing work related duties.

If one of your adjuncts suffers a work related injury or illness, please have them contact:

Clark Hitt  
Director of Risk Management  
Extension 4516

Requesting a Part Time Faculty permit requires the following:

- Email a list of the professor’s names prior to the upcoming term or semester to Tiffany Smith: tsmith@laverne.edu
- Permits will be submitted for Fall, Winter, Spring, and Summer
- A new permit is required for each term or semester
- Give a 2-3 day turn around on request
- Permits need to be picked up in HR by the person requesting the permits or a reliable student worker. Please do not send the PTF member to HR unless arrangements have been made to do so.

Contact Tiffany @ 4076 for any questions in this regard.

Many exciting changes have taken place since the Liaison Gazette’s Premier Edition was first launched.

- Direct deposit was made available to our adjuncts.
- I-9 training is in the final stages of completion.
- Our next Liaison Meeting will be in the summer.
- A new Liaison Website is scheduled to be released in the near future.

HR’s Benefits Fair will be held on April 29th from 1 to 4 P.M., at the Campus Center, 3rd Floor.  
For those that are able, please plan to join us.

Ani Kechichian  
Payroll Manager  
University of La Verne  
1950 Third Street  
La Verne, CA 91750  
www.laverne.edu  
Tel: 909.593.3511 ext 4123  
Fax: 909.392.2743  
akechichian@laverne.edu

“Payroll is pleased to announce that direct deposit is now available for our Adjunct Faculty. The form can be found under Payroll Forms at http://laverne.edu/resources-services/finance/payroll/.”

“You may drop the completed form with a voided check and/or deposit slip at the Payroll Office located in Woody Hall, second floor. Or mail to: ULV Attn: Payroll Office, 1950 3rd Street, La Verne, 91750.”

Be advised; there will be a "pre-note" period, where a physical check will still be sent, while Payroll waits for confirmation from the bank that all information is accurate. This process usually takes one pay period.

It is important to remind the adjunct’s that it is their responsibility to notify the Payroll Office immediately of any changes to their bank account(s). Late notifications may result in delay of payment as Payroll waits for the bank to return the funds. Please contact Payroll @ ext. 4123 for questions in this regard.
When a new Adjunct Faculty is hired, please make arrangements for them to receive an employee ID card from the Registrar’s Office. Then contact OIT, to set-up Blackboard, email account, etc…

When preparing documentation for HR, do not use the 8 digit Banner number on our HR doc’s! If you don’t know the Bio-tech 4 or 6 digit #, leave the field blank.

Use updated forms which is provided on our HR Website—Special Note, if paperwork is outdated, it will be returned. If uncertain, call us.

Request a copy of the Adjunct’s highest official degree, and then submit the copy to H.R.

On the coversheets, provide an alternate contact and phone ext. whenever you plan to be out on vacation.

Obtain and use the adjunct’s full legal name when submitting documents to HR for processing. No nicknames.

Payments should be calculated out to cover the entire length of the course, regardless of dollar amount.

**CONTRACTS**

As a special request - please alphabetize, by instructors last name on cover sheet and contract requests.

Units and unique CRN numbers are required. Explanation is needed if a CRN number is used more than once or if the CRN is being used for more than one instructor.

**PAY ADVICES**

The President / Provost signature is required on anything $5000 and over, or when using the M code, which must also include justification.

Prior to submission to HR, approval signatures from either, Avo Kechichian or Jim Irwin are needed for all budget numbers starting with a 2.

Our payments are semi-monthly (10th & 26th) and should be noted as such on the pay advices.

Student names are required in the Student Names box.

**CANCELLATIONS**

All cancellation forms need to be sent completely separate from all other paperwork.

A cancellation form is NOT needed for contracts that have NOT been submitted to HR.

Use current cancellation form and indicate first original payment start date.

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**YOUR OPINION**

We value your ideas, thoughts and opinions. Please feel free to email us with comments or suggestions for future editions of The Liaison Gazette.