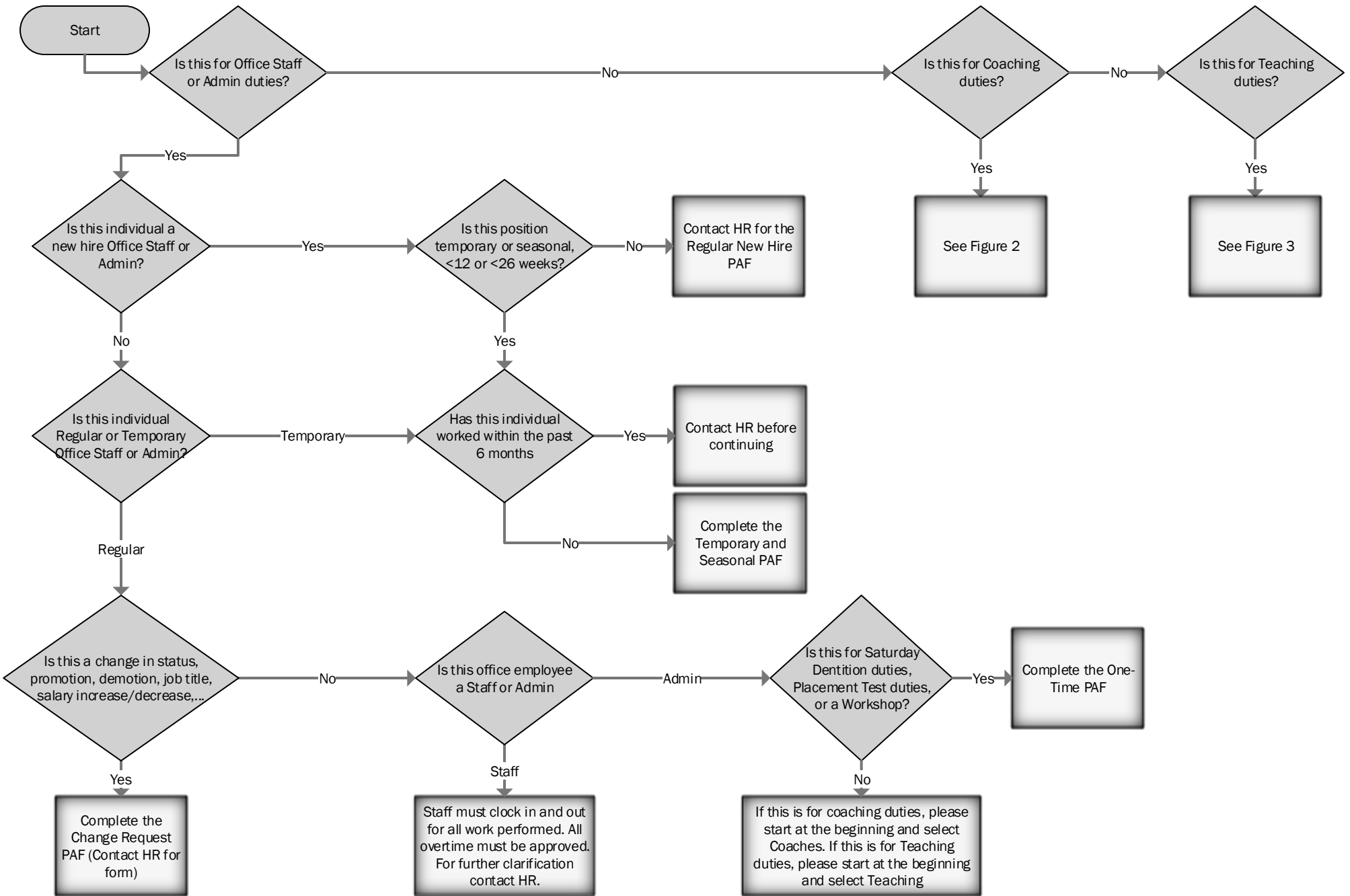# High School Staff, Admin, and Faculty Pay Authorization Selection Flowchart
Figure-1

Please note that the above flowchart is a guide in selecting the correct pay authorization and is not inclusive of all new hire processes and paperwork.

HR 03/09/2015

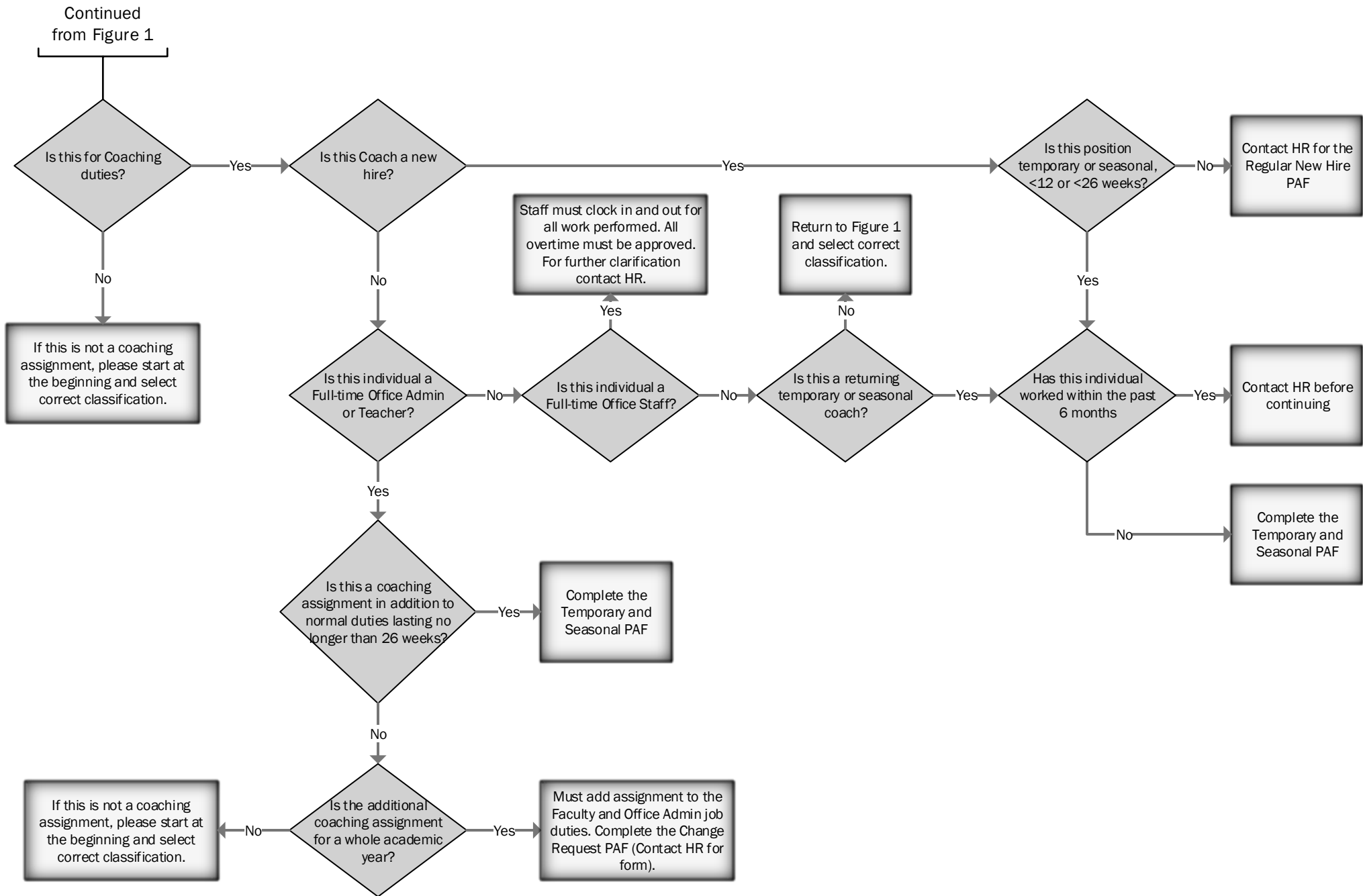# High School Staff, Admin, and Faculty Pay Authorization Selection Flowchart
Figure-2

Continued from Figure 1

Is this for Coaching duties?
- No → If this is not a coaching assignment, please start at the beginning and select correct classification.
- Yes → **Is this Coach a new hire?**

Is this Coach a new hire?
- Yes → **Is this position temporary or seasonal, <12 or <26 weeks?**
- No → **Is this individual a Full-time Office Admin or Teacher?**

Is this position temporary or seasonal, <12 or <26 weeks?
- No → Contact HR for the Regular New Hire PAF
- Yes → **Has this individual worked within the past 6 months**

Has this individual worked within the past 6 months
- Yes → Contact HR before continuing
- No → Complete the Temporary and Seasonal PAF

Is this individual a Full-time Office Admin or Teacher?
- No → **Is this individual a Full-time Office Staff?**
- Yes → **Is this a coaching assignment in addition to normal duties lasting no longer than 26 weeks?**

Is this individual a Full-time Office Staff?
- Yes → Staff must clock in and out for all work performed. All overtime must be approved. For further clarification contact HR.
- No → **Is this a returning temporary or seasonal coach?**

Is this a returning temporary or seasonal coach?
- No → Return to Figure 1 and select correct classification.
- Yes → **Has this individual worked within the past 6 months**

Is this a coaching assignment in addition to normal duties lasting no longer than 26 weeks?
- Yes → Complete the Temporary and Seasonal PAF
- No → **Is the additional coaching assignment for a whole academic year?**

Is the additional coaching assignment for a whole academic year?
- No → If this is not a coaching assignment, please start at the beginning and select correct classification.
- Yes → Must add assignment to the Faculty and Office Admin job duties. Complete the Change Request PAF (Contact HR for form).

Please note that the above flowchart is a guide in selecting the correct pay authorization and is not inclusive of all new hire processes and paperwork.

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High School Staff, Admin, and Faculty Pay Authorization Selection Flowchart

Figure-3

Continued from Figure 1

Is this for Teaching duties? — Yes → **Is this for a Substitute Teaching position?** — No → **Is this a Full-time or Part-time Teacher?**

Is this for Teaching duties? — No → If this is not a Teaching assignment, please start at the beginning and select correct classification.

Is this for a Substitute Teaching position? — Yes → Complete the Part-time Faculty Pay Authorization/ Faculty Overload form

Is this a Full-time or Part-time Teacher? — Full-time → **Is this a full-time new hire teacher?**

Is this a Full-time or Part-time Teacher? — Part-time → **Is this a part-time new hire Teacher?**

Is this a part-time new hire Teacher? — Yes → Complete the Part-time Faculty Pay Authorization/ Faculty Overload form

Is this a part-time new hire Teacher? — No → **Is this a part-time returning Teacher?**

Is this a part-time returning Teacher? — Yes → Complete the Part-time Faculty Pay Authorization/ Faculty Overload form

Is this a part-time returning Teacher? — No → Contact HR

Is this a full-time new hire teacher? — Yes → **Has the initial offer and acceptance letter been completed?**

Is this a full-time new hire teacher? — No → **Is this for Saturday Dentition duties, Placement Test duties, or a Workshop?**

Is this for Saturday Dentition duties, Placement Test duties, or a Workshop? — Yes → Complete the One-Time PAF

Is this for Saturday Dentition duties, Placement Test duties, or a Workshop? — No → **Is the additional assignment for a whole academic year?**

Is the additional assignment for a whole academic year? — Yes → Must add assignment to the Teaching contract

Is the additional assignment for a whole academic year? — No → Complete the Part-time Faculty Pay Authorization/ Faculty Overload form

Has the initial offer and acceptance letter been completed? — Yes → Complete Faculty Request for Contract form

Has the initial offer and acceptance letter been completed? — No → Please complete before continuing

Please note that the above flowchart is a guide in selecting the correct pay authorization and is not inclusive of all new hire processes and paperwork.

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