If a non-exempt staff member is being hired as an adjunct to teach a class, in the adjunct contract letter that goes to that person include the following language:

As a non-exempt employee you will need to record all the time spent teaching this course, including course preparation, class time, student appointments, and grading. It is assumed that this work will average ___ hours per week. If you anticipate spending more time than this, or, as the semester progresses you find that you need to put in more time than the average, promptly talk to the department chair. As soon as the semester ends, report the total number of hours worked to the department; if additional compensation is owed to you based on FLSA rules, it will be paid after the semester ends.

Fill in the blank with the number of hours per week that is typical for someone teaching this course. If you are unsure, you can use the average of 2.25 hours per credit hour per week.

Set up the employee in Faculty Load and Compensation (FLAC) as you would any other adjunct.

The employee will then need to keep track of his/her hours on the Staff-Nonexempt-Adjunct-Timesheet (which can be downloaded from WSU website under Faculty and Staff Resources). This then is turned into the academic department at the end of the semester (they do not record the hours related to teaching in the Time Entry system). The record of hours needs to be turned in even if he/she is under the amount where additional pay will be required because of FLSA rules.

Call Payroll to find out the employee’s time and a half (1.5x) rate for overtime. Use this in conjunction with the hours recorded on the Staff-Nonexempt-Adjunct-Timesheet to determine whether the employee should be paid an additional amount (see the employer instructions on the Timesheet).

To pay the additional amount, submit an ePAR for salaried supplemental pay. This pay will come out of the hourly wage budget.

Send the record of hours along with a print out of the ePAR to HR. If additional pay is not required based on the hours worked by the employee, send just the record of hours to HR.