

## Enlighten – July 2019

**Introducing the PageUp Contractor Module!** This new module provides the ability to [extend and renew appointments](#) such as adjuncts, research associates, post docs, athletics camp workers, etc.

User guides are attached to this email, and will be put on the hiring manager dashboard in PageUp, as well as on the HR website.

Some highlights of the new perks include:

- Abbreviated job and offer cards
- Ability to renew contracts from the same job card
- Percent of Effort drop-down calculation for adjunct teaching credit hours (similar to the HRS form)

To fully take advantage of the module's capabilities, departments will need to replace old requisitions (job cards) with new contractor ones. You will need to create new requisitions for all non-standard hires.

While we're in this transition, please select "Contractor – Initial Entries" for your approval process:

Approval process:\* Contractor - Initial entries

1. Human Resources: HR Approver recruitment@mines.edu

Please contact Erika Schoonmaker ([eschoonmaker@mines.edu](mailto:eschoonmaker@mines.edu)) with the list of old reqs that you would like closed and removed from your list.

### Important notes:

- **Postdocs, adjuncts, temps, visiting scholars and all research must have assignments on the offer card!**

Postdocs - adjuncts - temps and visiting scholars - and all research must have end dates  
Percent of Effort is for Adjunct Only

Percent of Effort (Semester): Fall or Spring Semester

Percent of Effort (Credit Hours): 6 credit hours = 50%

Adjunct Teaching Assignment or Research Duties:\* Teaching CEEN 241 section B and section C  
2 classes = 2 x .25% = 50%FTE

- **HRS forms will not be accepted for new hires and extensions after 8/31/19.** Payroll is designing their own abbreviated new form for index changes and lump sum payments.