

New Adjunct Staff MR Reports

Two new MR reports that are now part of the corporate library to provide information on Adjunct Staff hires (JH/JE for casual; CH/CE for part-time; and DH/DE for full time). These reports can be used to determine if the employees were hired within the correct categories based on the established definitions. These Employment Management reports are available to users in HR Levels 1, 2 and 3:

1. **HR40220** This report will look retroactively by fiscal year at the actual payroll history for JH/JE and CH/CE appointments and provide in detail the total hours or units worked per job. There are also tabs by ECLS that will list in summary form any jobs that exceeded the definitions.
2. **HRR0230** This report is for full time appointments (DH/DE) and will list the years of continuous service. This will allow you to make decisions on converting these positions to either part-time or status when the time limits are reached.

If you need a refresher regarding the Adjunct Staff definitions, please click here:

[http://usnh.edu/banner/Announcements/archive/New USNH Appointment Categories 2008 05 30.pdf](http://usnh.edu/banner/Announcements/archive/New_USNH_Appointment_Categories_2008_05_30.pdf)