Sample Email to new Adjuncts

**Subject Line: Welcome to EWU—Please complete time sensitive matters ASAP**

Dear *insert name of adjunct*,

Welcome to Eastern Washington University’s *insert name of college/dept/unit* for *insert quarter/semester*. You find attached your appointment letter which describes a number of important steps you must complete promptly and successfully **before starting work on *insert date*.**

**You are encouraged to complete and return the paperwork immediately** so we can establish your newly-assigned ID number, EWU email address, NetID, and access to Canvas. **Immediate submission of the required documents, will enable you to have a smooth hiring experience and enhance your ability to be prepared for your classes.**

* **Hiring paperwork –** Click the following links to access new hire processes and paperwork.
  + [Onboarding website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/)
  + [I-9 form](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2019/10/I-9.pdf) and [instructions](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2018/02/I-9Instructions.pdf) (You must complete the I-9 in person with an authorized representative who sees your original qualifying ID documents. The authorized representative can really be any professional - even a family member. It’s just important the professional completes the form correctly; otherwise, it will need a re-do. Any HR professional should be able to assist with the I-9 form.)
  + [W-4 form](https://www.irs.gov/pub/irs-pdf/fw4.pdf)
  + [Employee Demographic Form](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2020/04/Employee-Demographic-Info-113017-002.pdf)
  + [Retirement Declaration Form](https://filedrop.ewu.edu:8443/index.php/s/wZqnX35ccDfLGne)
  + [Direct Deposit Authorization Form](https://in.ewu.edu/financialservices/wp-content/uploads/sites/44/2018/01/Direct-Deposit-Form.pdf)

Please **do NOT** return your completed forms via email attachment. Instead, return your forms via one of the following methods.

* + Directly to me at the *insert location.* Contact me to schedule a time.
  + Directly to EWU [Human Resources](https://inside.ewu.edu/hr/about-us/) at 314 Showalter Hall, Cheney, Washington. You must take the I-9 form and current forms of identification (as specified on the form’s page 3) to the Human Resources Office no later than your first day of work.  If you do not provide this documentation to Human Resources on or before your first day of employment, you will not be eligible to continue working.  If you have any questions about these requirements, please contact Sheryl Denney, Human Resources Associate, at phone 509-359-4716 or email [sdenney@ewu.edu](mailto:sdenney@ewu.edu).
  + ***If you are outside the Cheney and Spokane region***, upload completed paperwork to the HR filedrop at <https://filedrop.ewu.edu/newhire>.
* **Criminal background check** –You will receive an email with a link to complete your required criminal background check through HireRight.

Once you have submitted the hiring paperwork described above, the university can establish your ID number, EWU email address, and NetID which will allow you to finish the following additional hiring requirements:

* **Vaccinations--** Per[EWU Policy 602-02: Immunizations](https://urldefense.com/v3/__https:/inside.ewu.edu/policies/knowledge-base/ewu-602-02-immunizations/__;!!JmPEgBY0HMszNaDT!5s9ul7AeB_66Da3fJI5Evt_-2YUA_yOopEDdoOgoZWNGtn1mnYgeIr_yuiAnarGBFg$),

1.) [Submit](https://urldefense.com/v3/__https:/inside.ewu.edu/bewell/immunization/__;!!JmPEgBY0HMszNaDT!78xX71ieo1f1jW9oXJozqdhKwypqmNQ-jXvuz0vRYwpeTRTqyUja-twapHDPCQcNsg$) documentation of immunity to or vaccination against MMR (if born after 12/31/1956).

* **Remote Work Form (if applicable)** – If you are working outside of the state of Washington or if your official work location is your personal residence, you must complete a [Remote Work Request Form](https://inside.ewu.edu/hr/employee-remote-work-request/). Anybody teaching virtually from outside of Washington State needs to provide the county and state where work is performed; the university must apply correct payroll taxes.
* **Required Orientation Trainings** – [click](https://inside.ewu.edu/hr/onboarding/) to complete DEI, Title IX, and Hazing.
* **Activate your EWU Account** – Visit [this website](https://accounts.ewu.edu/pwm/private/login). Click the bottom link for Activate Account and follow the instructions. You will need your NetID and EWU ID number to complete this step.

The attached letter details further instructions for completing these requirements.

Additionally, please be mindful of the following contractually bargained and/or university **policies**.

* [EWU/UFE Collective Bargaining Agreement.](https://inside.ewu.edu/hr/unions-and-contracts/)
* Hours worked the 1st through the 15th of the month are paid on the 25th of the same month. Hours worked the 16th through month end are paid on the 10th of the following month. [Click](https://inside.ewu.edu/financialservices/office-of-controller/payroll/faq/) for more details concerning paydays and pay periods. **Your semi-monthly pay will be spread equally over *insert number* months; you will receive *insert number* payments of *insert amount* to begin *insert date* and end *insert date*.**
* If it has been longer than 12 months since you last worked at EWU, you will need to complete the new hire paperwork found at the [HR quarterly faculty onboarding site](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).
* Minimum compensation for teaching online courses is $900 per credit for 5-30 students, and $1,050 for 31 students or more. A final count will be made after the 10th day of the quarter; if needed, we will adjust pay at that time.

Thank you, and if you have any related questions or concerns, please let me know.