

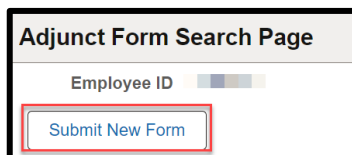
# HCM Adjunct Salary Tier Progression Verification Forms

Adjunct, One-Semester Only, and One-Year Only Faculty, are now able to submit their requests for Salary Tier Progression verification in HCM.

Requests for verification of participation in pre-approved Professional Growth events must be submitted in HCM within thirty (30) calendar days of the Activity Completion Date, and no later than May 15<sup>th</sup> in order to be counted for Salary Tier Progression the next Academic Year.

To learn more about how accrued Professional Growth hours earned will affect your Adjunct Tier Pay, please review the [Adjunct Faculty Handbook](#).

1. Log in to HCM with your MEID and password.
2. On your Employee Self Service page, click the Adjunct PG Forms tile.
3. Click the Submit New Form button.

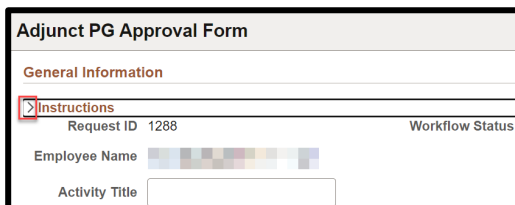


Adjunct Form Search Page

Employee ID

[Submit New Form](#)

4. Click the Instructions collapsible arrow to review the instructions.



Adjunct PG Approval Form

General Information

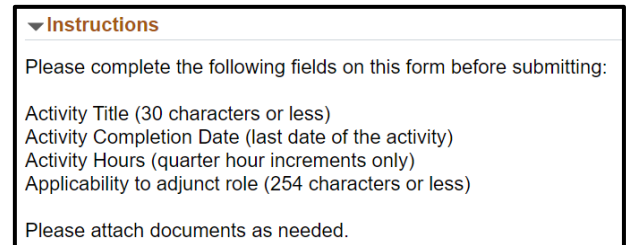
[Instructions](#)

Request ID 1288 Workflow Status

Employee Name

Activity Title

- Be sure to read and follow the instructions as you fill out your form.



▼ Instructions

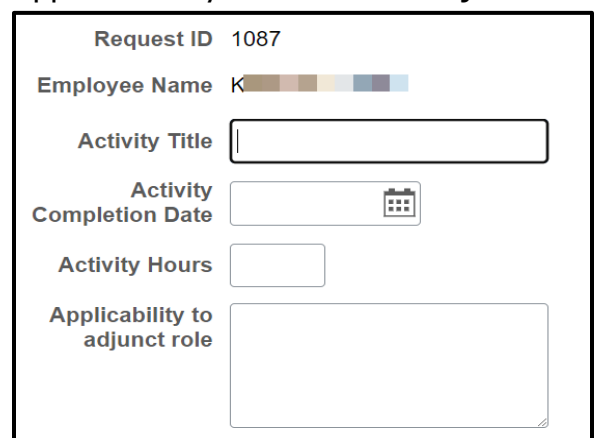
Please complete the following fields on this form before submitting:

Activity Title (30 characters or less)  
Activity Completion Date (last date of the activity)  
Activity Hours (quarter hour increments only)  
Applicability to adjunct role (254 characters or less)

Please attach documents as needed.

5. Fill out each applicable field within the form, keeping in mind the following for each field:

- **Activity Title:** limited to 30 characters or less.
- **Activity Completion Date:** enter the last date of the activity (i.e., if the activity is a 3-day series, you will enter the date of the 3<sup>rd</sup> day of the series).
- **Activity Hours:** quarter increments only (i.e., 1.00, 1.25, 1.50, etc.).
- **Applicability to adjunct role:** limited to 254 characters or less. Enter how this activity is applicable to your role as an Adjunct Faculty.



Request ID 1087

Employee Name K

Activity Title

Activity Completion Date

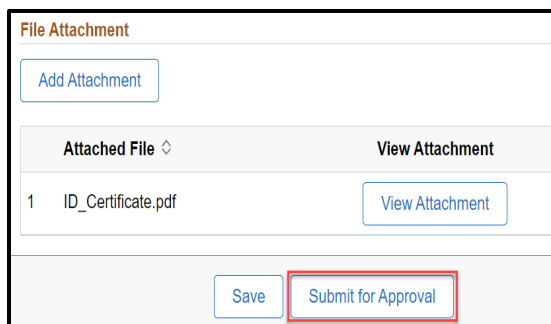
Activity Hours

Applicability to adjunct role

6. Click the Add Attachment button, and follow the prompts to attach documentation (PDF format only) of FPG pre-approval for the activity. Examples (not all inclusive):

- Email advertisement
- Screenshot of FPG events
- Email showing completion of all required components

7. Click Submit for Approval when finished.



The screenshot shows a web form titled "File Attachment". At the top left is a blue button labeled "Add Attachment". Below this is a table with two columns: "Attached File" and "View Attachment". The table contains one row with the file name "ID\_Certificate.pdf" and a blue button labeled "View Attachment". At the bottom of the form are two buttons: "Save" and "Submit for Approval". The "Submit for Approval" button is highlighted with a red rectangular border.

Attached File	View Attachment
1 ID_Certificate.pdf	<a href="#">View Attachment</a>

[Save](#) [Submit for Approval](#)

- If your form gets approved, you will receive an email notification that it has been approved.
- If your form gets denied, you will receive an email notification that it was denied. You will need to submit a new form if applicable.

8. When finished, Sign Out.