**04 Adjunct Faculty and Credentialed Course Instructors- ACT Document Checklist**

* The **Highest Degree** must be indicated in Schools and Colleges fields.
* The **Degree/Transcript on File** checkbox must be checked. SACSCOC requires that an original and official transcript is received and maintained for all faculty and CCI hires.
* The **Degree Discipline** must be included.
* The **Payroll Group** must be **Staff 12**.
* The Component Reason is **No Recurring Pay**.
* **Salary Basis/Payroll** is monthly since CCI’s are paid via element once a month.
* For **brand new CCIs** (never worked at UAB), a **Hiring Proposal** must be completed. This also applies to current Staff employees receiving an additional assignment as a CCI.
* ACT Document **Subgroup** Selected.
* Offer Letter must be signed.
* Hiring Proposal must be completed and approved before the ACT Document will be approved.
* Make sure the 04 Adjunct or CCI Hire or Rehire has a completed I-9
* Correct ACT Document Reason
* Campus Address and Phone Number included in ACT Document
* Attachments uploaded to HR Attachments System
* Process FDF at the same time as ACT Document (If FDF is required)
* Curriculum Vitae (CV)

**04 Adjunct Faculty Data Form Checklist**

* Correct Transaction Type
* Signed Offer Letter or Appointment Letter is Attached to FDF
* Appropriate ACT Document is Completed and Submitted
* Supporting Documentation Attached (i.e. Signed Offer Letter/Appointment Letter)
* Curriculum Vitae
* Affiliation/ORG Numbers must be correct
* Effective Date/Hire Date of Appointment matches all other documentation