Payroll Processing for monthly payroll

This process is for appointing a position outside of the recruitment process (see Recruiting Guidelines for appointing through the recruitment process)

**Step 1 – Is this person a...**

1. Current or returning UW-Superior employee?
2. Current employee within UW System?
3. New employee or hasn’t worked for UW-Superior in over a year?
4. Contact HR with full name and email of employee being appointed to start the Criminal Background Check (CBC) process
5. As CBC is processing, complete Recommendation for Appointment or Overload/Stipend form as directed below one month prior to start date

**Step 2 – Pick your form (chart 1 for Instructional, Chart 2 for Non-Instructional)**

**Chart 1 - For Instructional Staff**

- **Are they teaching...**
  - **Online**
    - Returning adjunct ¹
      - Overload/Stipend Payment Request form
    - New adjunct ²
      - Recommendation for Appointment form
  - **On campus**
    - Faculty (Assistant, Associate, Full Professor) or Renewable Lecturer/Sr Lecturer
      - Overload/Stipend Payment Request form
    - Returning adjunct ¹
      - Recommendation for Re-Appointment form
    - New adjunct ²
      - Recommendation for Appointment form

¹. An adjunct is considered returning if they have been gone less than a year
². An adjunct is considered new if they have been gone more than a year

**Chart 2 - For Non-Instructional Staff**

- **Is the employee a...**
  - **University Staff**
    - Temporary (UST)
      - Authorization to Hire a UST
  - **Academic Staff**
    - Terminal
      - New Employee ¹
        - Recommendation for Appointment form
      - Current Employee
        - Overload/Stipend Payment Request form