

**SP2 Hiring Process for Lecturers, TAs, and Course Assistants*
Credit-Bearing Classes**

Type of Work	Worker Type	Additional Requirements	Department Actions	F&A Actions
Instruction	Part-time Lecturer	none	<ol style="list-style-type: none"> 1. Complete Program/Finance stipend sheet 2. Complete and route letter in DocuSign 3. Save DocuSign letter to shared folder 	<ol style="list-style-type: none"> 4. Hire and onboard any new workers 5. Process stipend in workday (period pay) 6. Update stipend sheet when processed.
	Staff-monthly	Dean's approval (requested by Karima)	<ol style="list-style-type: none"> 1. Complete Program/Finance stipend sheet 2. Send email with (updated) Additional Pay Form to Karima with cc to SP2finance@sp2.upenn.edu. <i>Please send separate email/form for each employee. Other schools may require additional forms or approvals.</i> 4. After notification of approval from Karima: Complete and route letter in DocuSign, save DocuSign letter to shared folder. 	<ol style="list-style-type: none"> 3. Karima Send email request to Dean, inform dept. and BO. when approved, save approval to shared drive. 5. Process stipend in Workday (one-time pay: additional work: instruction) with Dean approval as backup. 6. Update stipend sheet when processed.
Teaching Assistant (current faculty, staff, and graduate or PhD students)	Part-time lecturer	none	<ol style="list-style-type: none"> 1. Complete Program/Finance stipend sheet 2. Complete and route letter in DocuSign 3. Save DocuSign letter to shared folder 	<ol style="list-style-type: none"> 4. Hire and onboard any new workers 5. Process stipend in workday (period pay) 6. Update stipend sheet when processed.
	Staff-monthly	Dean's approval (requested by Karima)	<p>(same as for instruction)</p> <ol style="list-style-type: none"> 1. Complete Program/Finance stipend sheet 2. Send email with (updated) Additional Pay Form to Karima with cc to SP2finance@sp2.upenn.edu. <i>Please send separate email/form for each employee. Other schools may require additional forms or approvals.</i> 4. After notification of approval from Karima: Complete and route letter in DocuSign, save DocuSign letter to shared folder. 	<ol style="list-style-type: none"> 3. Karima Send email request to Dean, inform dept. and BO. when approved, save approval to shared drive. 5. Process stipend in Workday (one-time pay: additional work: instruction) with Dean approval as backup 6. Update stipend sheet when processed.
	Penn student	none	<ol style="list-style-type: none"> 1. Complete Program/Finance stipend sheet 2. Complete and route letter in DocuSign 3. Save DocuSign letter to shared folder 	<ol style="list-style-type: none"> 4. Hire and onboard any new workers 5. Process stipend in workday 6. Update stipend sheet when processed.
Course Assistant (other workers in TA roles with no current Penn affiliation: alumni, etc.)	Temporary Worker	Dean's approval (requested by Karima)	<ol style="list-style-type: none"> 1. Complete Program/Finance stipend sheet 2. Send email to Karima with estimated # positions, brief explanation why needed during freeze, funding source, hourly rate and weekly hours, dates of employment), with cc to SP2finance@sp2.upenn.edu (see 11/12/10 email) 4. After notification of approval from Karima: Complete and route letter in DocuSign, save DocuSign letter to shared folder. 8. Make sure worker knows about time sheet requirements 9. approve weekly timesheets 12. Monitor cumulative payment reports 	<ol style="list-style-type: none"> 3. Karima Send email request to Dean, inform dept. and BO. when approved, save approval to shared drive. 5. Hire and onboard any new workers 6. Process stipend in Workday (temp worker appointment) with Dean approval as backup. 7. Update stipend sheet. 10. Approve weekly timesheets 11. Run cumulative payment reports for department

- Process applies to persons eligible to work in the US; payment process for foreign nationals is different. Payments to weekly staff must be made via overtime and are subject to separate approvals.