Congratulations on your adjunct appointment!  We hope this will be a rewarding experience for you and your students.

If you have any questions, please contact one of our HR Consultants or the Associate Chair for Administration.

**Important notes for adjunct instructors:**

* **\*Current UNC Employees** only need to submit the AP-2 and AP-2a with their signed appointment letter.  Please make sure any Overload forms or home department procedures have been completed before submitting your packet.
* (Non-UNC Employees):  Once your hire has been completed, you will be assigned a PID (Person ID Number). You will need this PID to create an ONYEN ([onyen.unc.edu(link is external)](https://its.unc.edu/onyen-services/)) and ONYEN password. This will allow you to access the systems and program associated with your assignment.
* UNC Heath Care System Employees: Check with your supervisor on approvals and payment information; Forms for Additional Duties payments once approved can be provided by SOM HR or the Associate Chair for Administration
* In order to access student information in Connect Carolina, it is required that faculty, staff, teaching assistants and adjuncts complete the required FERPA training.  FERPA training is available through the UNC Sakai website.  Instructions can be found on the registrar's website at [http://registrar.unc.edu/training/ferpa/ferpa-instructions/(link is external)](http://registrar.unc.edu/training/ferpa/ferpa-instructions/).
* You will use your ONYEN and password to log on to Sakai or Canvas
* (Non-UNC Employees):  You may receive your ONECard (UNC ID Card) from the UNC ONECard Office which is located on South Road on the third floor of the Student Stores.
* If you are receiving a successive reappointment, no action is required.
* **PAYMENTS:**  If you have no other State or UNC affiliation, your wages are paid monthly.  All other Adjunct wages are paid as one lump sum payment at the end of the session.

Helpful Links:  
Faculty Handbook and Policies - [Faculty Handbook](https://facultyhandbook.unc.edu/)  
Canvas Training and Support - [here](https://edtech.unc.edu/service/canvas/)  
SOM ID Badge - [here](https://www.med.unc.edu/planning/id-badges-building-access/) , send completed form and photo to Dani Shirey, Executive Asst to the Chair