



UNIVERSITY OF  
DISTRICT OF  
COLUMBIA  
1851

**ASPIRE. ACCOMPLISH. TAKE ON THE WORLD.**

## **IMPORTANT INFORMATION**

### **ADJUNCTS, ADJUNCTS READ ALL ABOUT IT!!**

#### **Welcome to the University of the District of Columbia!**

New adjuncts should complete all of the required new hire paperwork and submit background check and employment eligibility forms prior to beginning work. Be prepared to present original documents to satisfy employment eligibility (I-9). Identification documents must be presented within three days of employment. Failure to submit all of your new hire paperwork will delay your pay and access to the University's systems (email, Banner, Blackboard, PeopleSoft, etc.).

- ✓ Don't know where to start? Attend Orientation!
- ✓ Need new employee information? Attend Orientation!

We recognize and value the contributions adjunct faculty make toward our students' achievements. The collective efforts of our full-time and adjunct faculty enable the University to maintain high academic standards and fulfill our mission.

You are instrumental to our success and a valued member of a team that strives to achieve academic excellence one student at a time.

We are happy you have joined the Firebird Nation!

#### **Adjunct Orientation**

-August 10, 3:00PM – 5:00PM,  
Van Ness/Building 39/HR Suite

-August 14, 3:00PM – 5:00PM,  
801 North Capitol Street  
NE/Room 810

**Obtain an Employee  
Identification Request Card  
to obtain your University ID**

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#### **Pay Dates for Fall Semester Adjuncts:**

***September 17, 2018***

***October 16, 2018***

***November 16, 2018***

***December 17, 2018***

*Welcome to Firebird Nation!*

*See you there!*