Improvement Number: 47

Original Improvement: **Faculty Payroll Information Sheet: Issues with signing up for e-mail before Personnel Action Form is processed.**

Research: Since most faculty are hired through Academic Affairs, the process for establishing J numbers for new faculty was discussed with the Faculty Resource Specialist in Academic Affairs administrative office. When a faculty candidate has been offered a position, he/she is provided a Faculty Information Sheet for completion. The information collected is then used to establish the J number in the Banner HR System. The Faculty Payroll Information Sheet is an HR form but is collected by the academic divisions since they have first contact with new faculty. The information is then used to establish the J number in advance so that new faculty may be included in the class schedule.

According to Academic Computing, once a J number is established, an e-mail address can be set up by the individual. Based on those findings, the solution was to provide instructions on the Payroll information Sheet so that the faculty knew 1) where to access the J number once established, and 2) how to set up an e-mail account. This new form was reviewed in advance by the Academic Affairs, Health Sciences, and Mitchell Cancer Institute administrative offices.

The revised instructions on the Payroll Information Sheet read:

*To sign up for your e-mail account, you must first have a Jag#. If you are new to the University, please allow 5 business days after submitting the completed Faculty Payroll Information Sheet, and then contact your department to request your Jag#. You can then sign up for your campus e-mail account by accessing the link, https://jagmail.southalabama.edu/request.aspx. This e-mail account is where all official University correspondence will be sent. Access the account as soon as it is activated and begin checking it regularly. If you are part of the University of South Alabama's Health System, please verify with your supervisor which e-mail system is used by your department before establishing an e-mail account.*

Final Outcome: Newly hired faculty may establish an e-mail account in advance of their effective date of employment, allowing e-mail communications with their new department and division prior to coming on board.