

ONBOARDING: Part Time-Faculty Member

It is best to copy the link and paste it into Chrome or Firefox for all hyperlinks. Please do not use Explorer.

The following requirements will need to be completed before your clinical rotation; one of our credentialing specialists will reach out to you with details about getting started with this process:

Background Check and Drug Screen

You must purchase a faculty background check and drug screen through [Advantage Students](#). Please be advised that your contract will be invalid without a background check and drug screen. Contact Becky Okay, rokay@kennesaw.edu, to be reimbursed.

The university will also require you do a separate background check; these are two different processes. KSU utilizes the Equifax online system for new hires to complete their required new hire paperwork. You will receive two emails from donotreply@equifax.com. One will contain your login ID and instructions for accessing the new hire portal. The second email will contain your password. Use the login ID and password provided to access the portal to complete the form. Please use your Georgia address when completing your new hire paperwork.

You cannot start your assignment until this process is approved and completed.

Annual and Agency credentialing

All faculty are required to have an ACEMAPP account. You must complete those requirements before starting a clinical rotation with our students. Faculty taking our students to clinical rotations must complete all the requirements. You will be sent an invitation to join ACEMAPP soon after you are hired and must be compliant at least two weeks before starting your rotation.

If you already have an ACEMAPP account, you will be asked to affiliate with Kennesaw State Nursing. Many of our clinical agencies use ACEMAPP, further clinical requirements and instructions can be found there once you are placed in your rotation. **For agency paperwork requirements that do not use ACEMAPP please click on the hyperlink "[Faculty Clinical Agency Info](#)" for a list of our agencies and their requirements.**

Link - <https://www.kennesaw.edu/wellstar/academics/nursing/part-time-faculty/annual-agency-credentialing.php>

Once you have received your hire letter and been to Human Resources, please complete the following items:

Please note that your hire date and start date are typically different; please start this on the date you have received on your letter

KSU Email

The Faculty and Staff of the WSON use KSU email to communicate with our students and other faculty, and we expect you to do the same. Please refer to the hyperlink above to activate your Net ID and KSU email.

Link - <https://www.kennesaw.edu/uits/technology-guides/netid.php>

FERPA

FERPA governs the disclosures of students' records maintained by an educational institution and access to them, and FERPA training is required of all faculty and staff. Please complete this training before the start date and email a copy of the certificate. Your compliance with these mandatory trainings will determine your consideration as a part-time faculty member at the Wellstar School of Nursing. Questions related to accessing the training may be sent to adminit@kennesaw.edu.

Link - <https://www.kennesaw.edu/ferpa/resources.php>

Payroll using OneUSG

We are required by the Affordable Care Act to report how many hours our part-time clinical faculty work on behalf of the university. However, you will still be paid your contracted amount on your paycheck. To get access to your timecard, please follow this link <https://oneusgconnect.usg.edu> and use your KSU NetID to log in.

OneUSG is also where you can submit your direct deposit. Please note you must be on campus or on the KSU server to upload this information. If you have issues please contact HR at hr@kennesaw.edu

Link - <https://www.kennesaw.edu/wellstar/academics/nursing/part-time-faculty/>

Travel links and deadlines

Information about accessing the concur website and reimbursement for your travel expenses to clinical sites will be on the following hyperlink above.

Link - <https://www.kennesaw.edu/wellstar/academics/nursing/part-time-faculty/travel-links-deadlines.php>