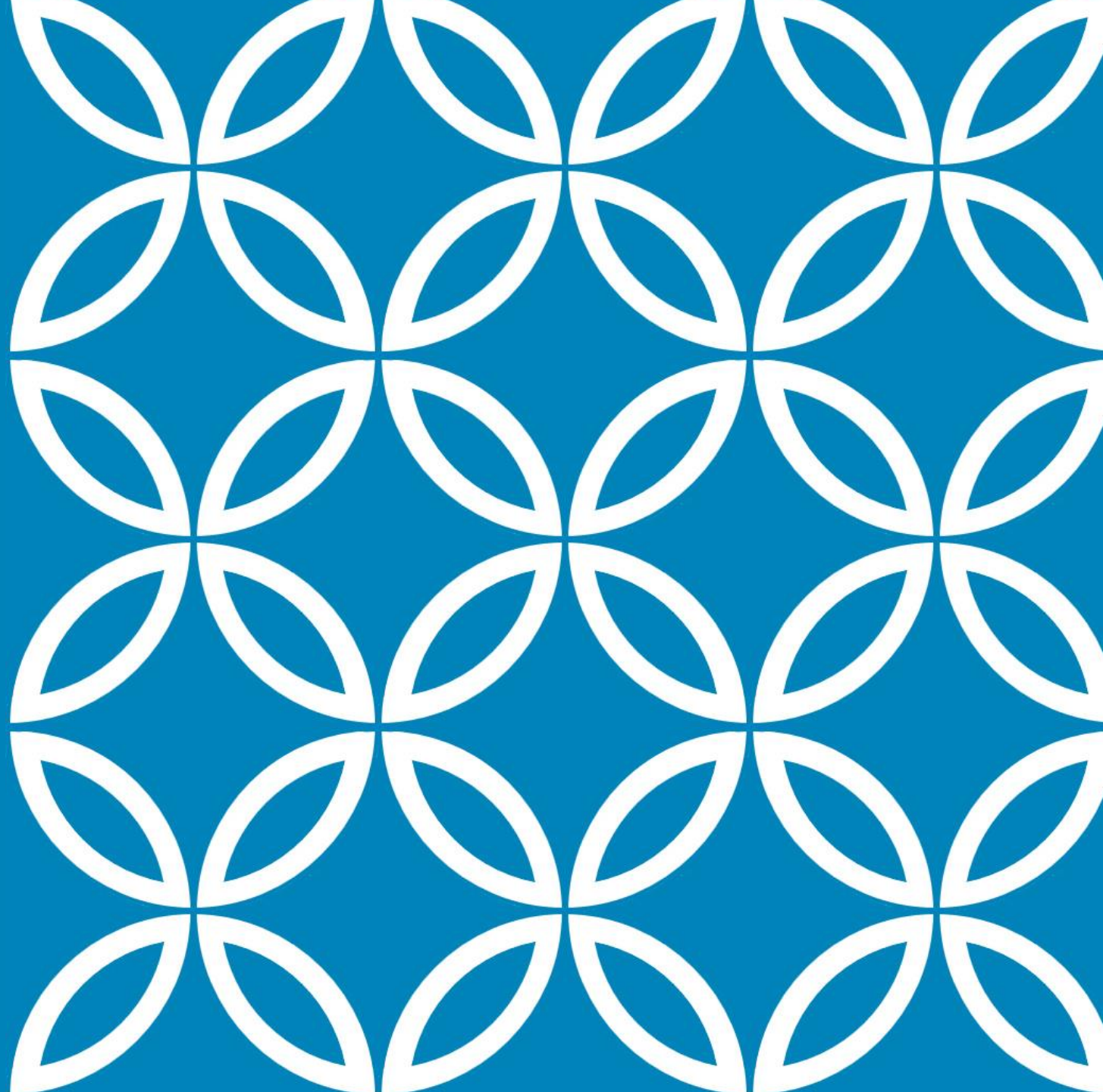


MANAGING STUDENT APPOINTMENTS

Adrienne Jeffries
Karl Pfister



GOALS

Refresher for those who manage student appointments on a regular basis

Informational for those who do not or those who are new in their roles

A chance to share tips and tricks for managing student appointments

TOPICS

Types of student appointments

FTE for students

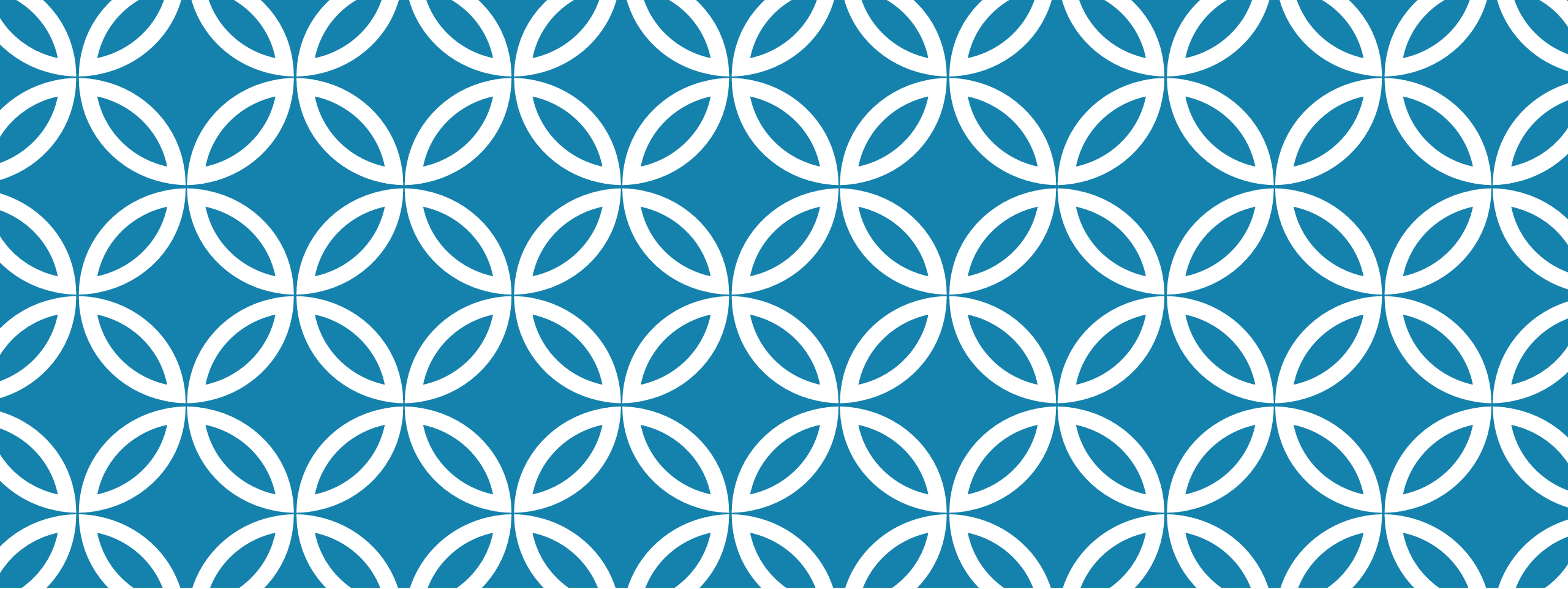
Student pay

Expected job end dates

Short work break

New student hire paperwork

Tips & Tricks



TYPES OF STUDENT APPOINTMENTS

EHRA/Graduate Students
SHRA Students

TYPES OF STUDENT APPOINTMENTS (EHRA/GRAD)

Graduate students, enrolled full-time in accordance with their program of study

Graduate Teaching Fellow (800172)

- Regularly teaches a class or classes; supervises recitation sections; has full responsibility of a course, or leads discussion sections; or grades papers and exams; or supervises a laboratory section or sections and **can assign final grades.**
- **Has full responsibility for the course, including leading the class and assigning grades.**
- **Appointed as an Instructor for a course**
- **Must have completed 18 credit hours**

Graduate Teaching Assistant (800169)

- Regularly teaches a class or classes; supervises recitation sections; has full responsibility of a course, or leads discussion sections; or grades papers and exams; or supervises a laboratory section or sections; **under the supervision of a member of the graduate faculty.**
- **Primary teaching responsibility for a lab or recitation component only.**

Graduate/EHRA student appointments do not require position numbers!

TYPES OF STUDENT APPOINTMENTS (EHRA/GRAD)

Graduate students, enrolled full-time in accordance with their program of study

- **Graduate Research Assistant (800170)** – engaged in research activities directly related to their program of study under the supervision or in collaboration with a member of the graduate faculty.
- **Graduate Assistant (800168)** – performs support functions, and is not a Teaching Assistant or Research Assistant. Not directly involved in classroom instruction.
- **Instructional Assistant (800184)** – Assists with grading papers and exams and other administrative responsibilities related to a course including lab assistance and setup; does not lead discussion sections.

TYPES OF STUDENT APPOINTMENTS (EHRA/GRAD)

- **Fellow Trainee (800171)** – A graduate student enrolled full-time who holds a sponsored fellowship or traineeship, and receives a stipend or training payment such as a NSF Fellowship, NIH Training Grants, or Graduate School Fellows.
- **Senior Teaching Fellow (800183)** – A graduate student who has full responsibility of a course or courses, can assign final grades, and **supervises other teaching or instructional fellows/assistants.**
- **EHRA Undergraduate (800174)** – An undergraduate student, enrolled full-time and is engaged in a work assignment such as an Athletic Manager, Tutor, or Resident Advisor.

TYPES OF STUDENT APPOINTMENTS (EHRA/GRAD)

- There are 6 job codes that send information to GradStar:
 - 800169 – Graduate Teaching Assistant
 - 800170 – Graduate Research Assistant
 - 800171 – Fellow Trainee
 - 800172 – Graduate Teaching Fellow
 - 800183 – Senior Teaching Fellow
 - 800184 – Instructional Assistant
- Students with the above job codes will show up in GradStar once their hire (or Return from Work Break) ePar has executed and the date is current. Future dated actions do not appear.

Reminder: If the student was a Graduate Assistant over the summer but will be a Graduate Research Assistant (or other from the list above) in the Fall, you will need to do a **hire/transfer** action to move them from a Graduate Assistant to a Graduate Research Assistant.

- If you use the Edit Existing Job ePar and change the job code, the student will not show up in GradStar.

TYPES OF STUDENT APPOINTMENTS (SHRA)

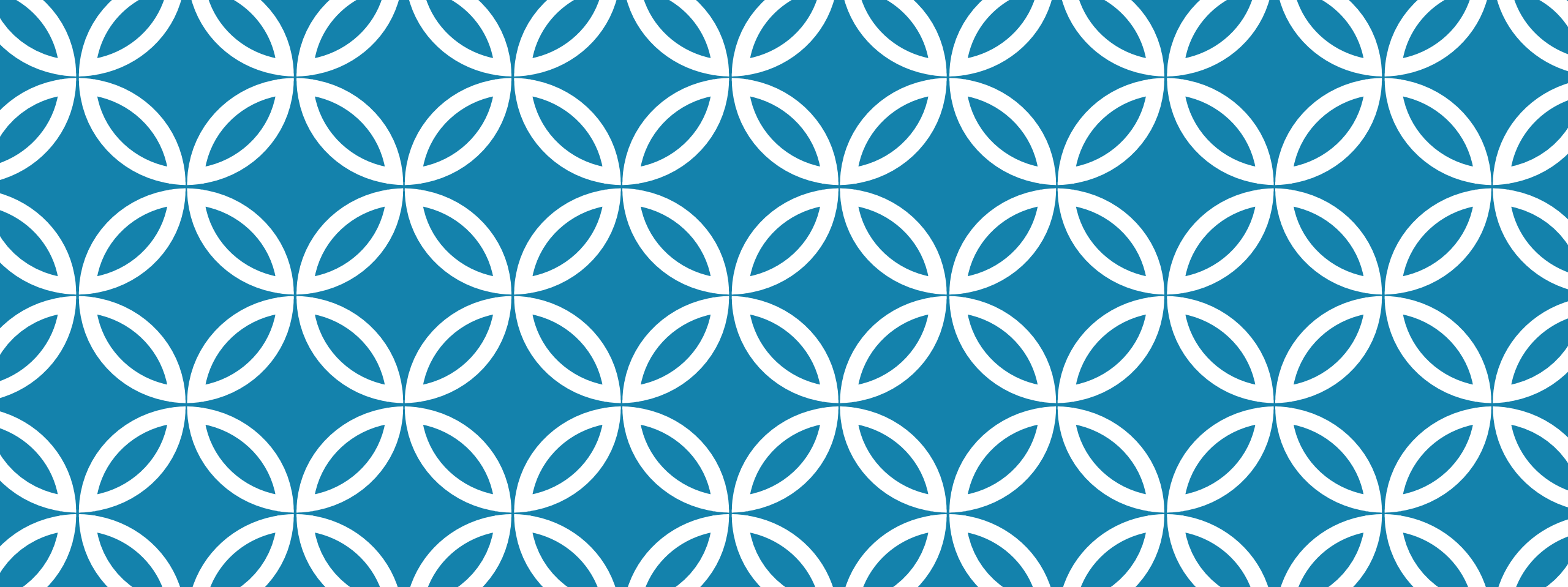
SHRA student appointments require position numbers!

SHRA Student Assistant (800180)

- Currently enrolled at UNC and employed in a student **position** located on campus
- For summer employment, can be UNC student enrolled in the Spring or Fall semesters

Work Study – On Campus (800165)

- Student employed in an approved work study **position** located on campus; tied to a student's awarded financial aid
- May work up until the last day of finals as long as they have remaining FWS award eligibility
- Detailed hiring instructions are provided by the Work Study Office, including salary



FTE FOR STUDENTS

Guidelines & Recommendations

FTE FOR STUDENTS

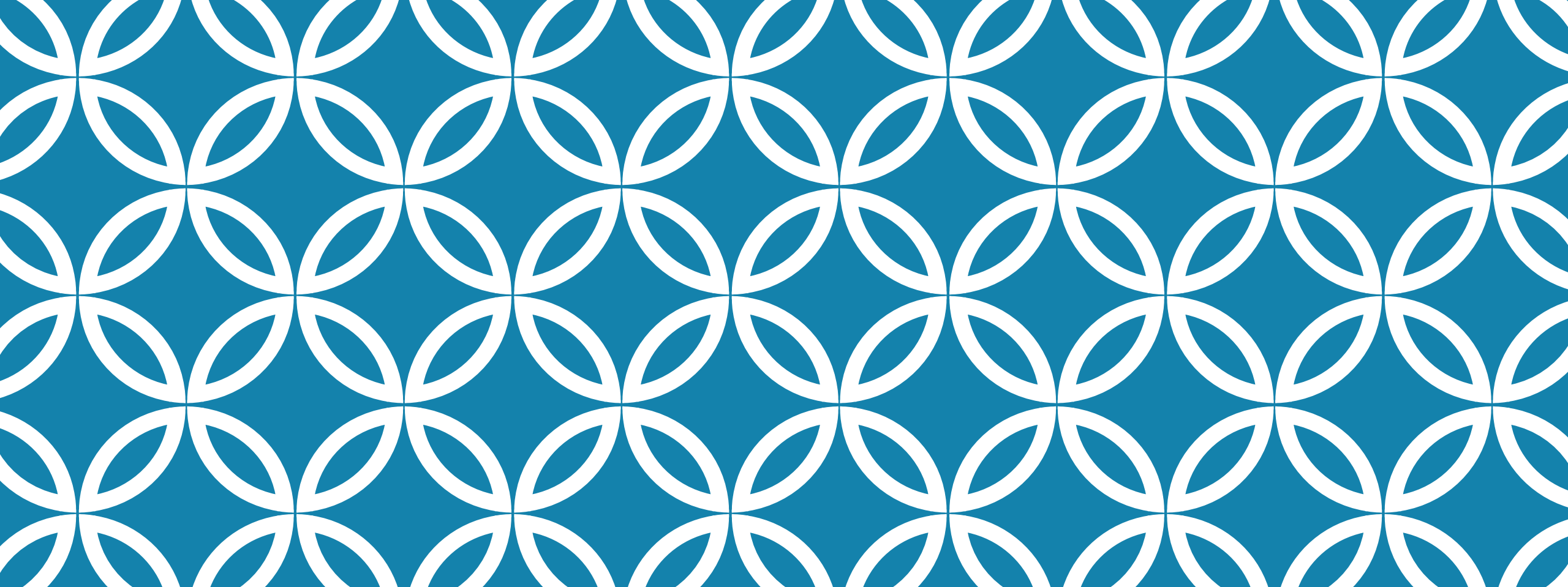
- **Guidelines for working with FTE**

- TA/RA: Grad School recommends not to go over 0.25 FTE, but not required
- Work Study: required/max FTE is 0.5 per the Work Study Office
- Total FTE for students in non-resident alien status cannot exceed 0.5
- At FTE of .75, student may be eligible for employer-sponsored health insurance

- **Recommendations**

- Make sure students understand if there are any limitations on holding secondary jobs
- You may need to follow up with other departments when hiring students into a second job

| FTE | Hours/Week |
|-------|------------|
| 0.125 | 5 |
| 0.25 | 10 |
| 0.50 | 20 |
| 0.75 | 30 |
| 1.0 | 40 |



STUDENT PAY

Tuition Remission & Awards (EHRA)
EHRA Salary Examples
SHRA Student Pay
Recommendations

STUDENT PAY (EHRA/GRAD)

Account Codes

511170: Research Assistants

513170: Teaching Assistants

- EHRA/Graduate Students are paid monthly
 - Important to use salary stipend calculator to calculate the flat rate (available on Grad School website)
- Minimum RA/TA stipend requirement to qualify for tuition remission and/or in-state tuition award
 - Master's/Doctoral Programs - \$7850/semester
 - Terminal Master's Programs - \$5700/semester
- Tuition Awards
 - TA's, RA's, Fellow Trainees, Graduate Teaching Fellows, Senior Teaching Fellows, and Instructional Assistants are eligible for tuition awards; Graduate Assistants are not eligible
 - Appointments must be in effect for the entire semester for the student to be eligible for, and to retain, tuition remission or an in-state tuition award for the relevant semester
- Instructional Budget (Program Code: C1302 and C1303) may only be used for students with teaching duties or those directly supporting courses

STUDENT PAY (EHRA/GRAD)

Example #1

| | |
|-------------------------|---------------------|
| Start Date: | 8/17/2017 |
| Pay Through Date: | 5/15/2018 |
| Expected Job End Date: | 5/16/2018 |
| # of months of service: | 8.967742 |
| Actual Payment Amount: | 15700.000000 |
| Annualized Salary: | 21008.633094 |
| Flat rate: | 1750.719424 |

Payment amount you enter
in ConnectCarolina

Example #2

| | |
|-------------------------|---------------------|
| Start Date: | 8/21/2017 |
| Pay Through Date: | 5/15/2018 |
| Expected Job End Date: | 5/16/2018 |
| # of months of service: | 8.838710 |
| Actual Payment Amount: | 15700.000000 |
| Annualized Salary: | 21315.328467 |
| Flat rate: | 1776.277372 |

Check your calculation:

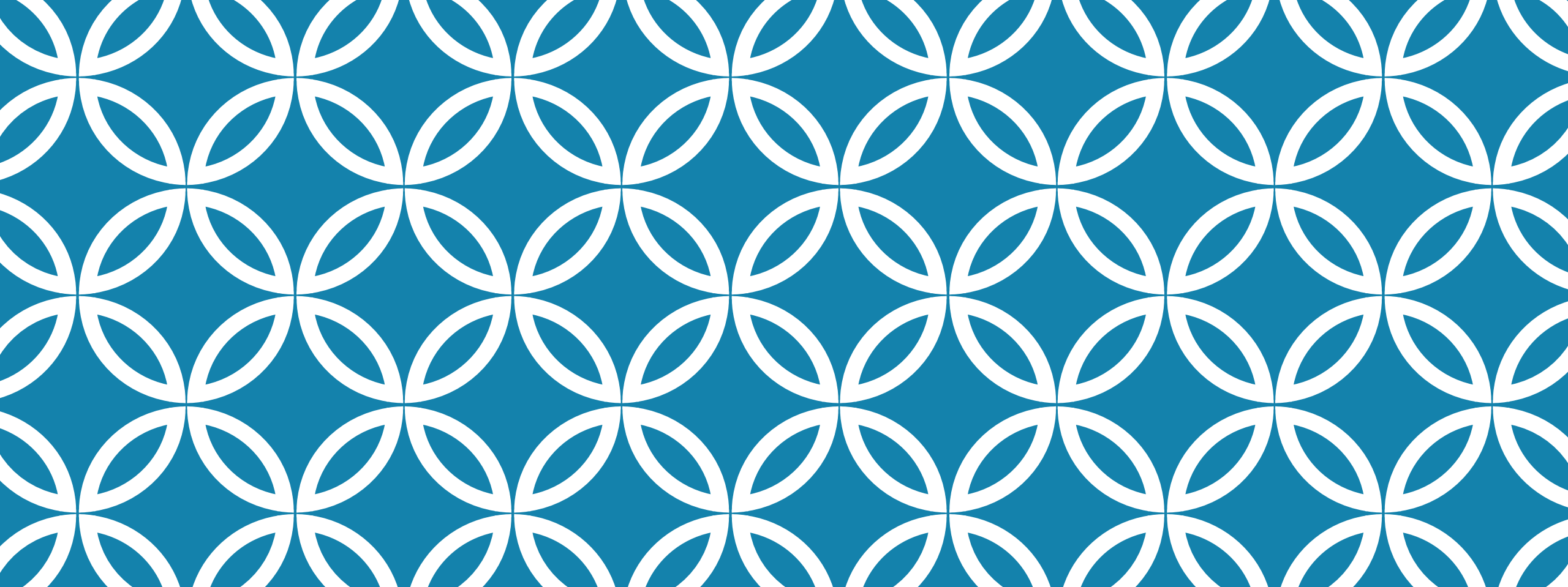
| | |
|-------------------------|---------------------|
| Start Date: | 8/17/2017 |
| End Date: | 5/15/2018 |
| # of months of service: | 8.967742 |
| Annualized Salary: | 21008.633094 |
| Actual Payment Amount: | 15700.000000 |

Check your calculation:

| | |
|-------------------------|---------------------|
| Start Date: | 8/21/2017 |
| End Date: | 5/15/2018 |
| # of months of service: | 8.838710 |
| Annualized Salary: | 21315.328467 |
| Actual Payment Amount: | 15700.000000 |

STUDENT PAY (SHRA)

- SHRA Students are paid biweekly; hours are entered into TIM
 - Minimum salary = \$7.25/hr
- **Account Code**
 - **514510**: Student Temp Wages (SHRA Student Assistants & Work Study Students)
- **Recommendations**
 - It is best to not place funding on student positions. Instead, enter the funding information when you process the hire.
 - If a student has a primary EHRA/grad appointment and you are adding a secondary SHRA student job, the SHRA position may not show up in TIM due to a system error. If that happens, contact the help desk.
 - An SHRA student may need to log hours in TIM before you can view their timecard.



EXPECTED JOB END DATES

Significance
Reports
Recommendations

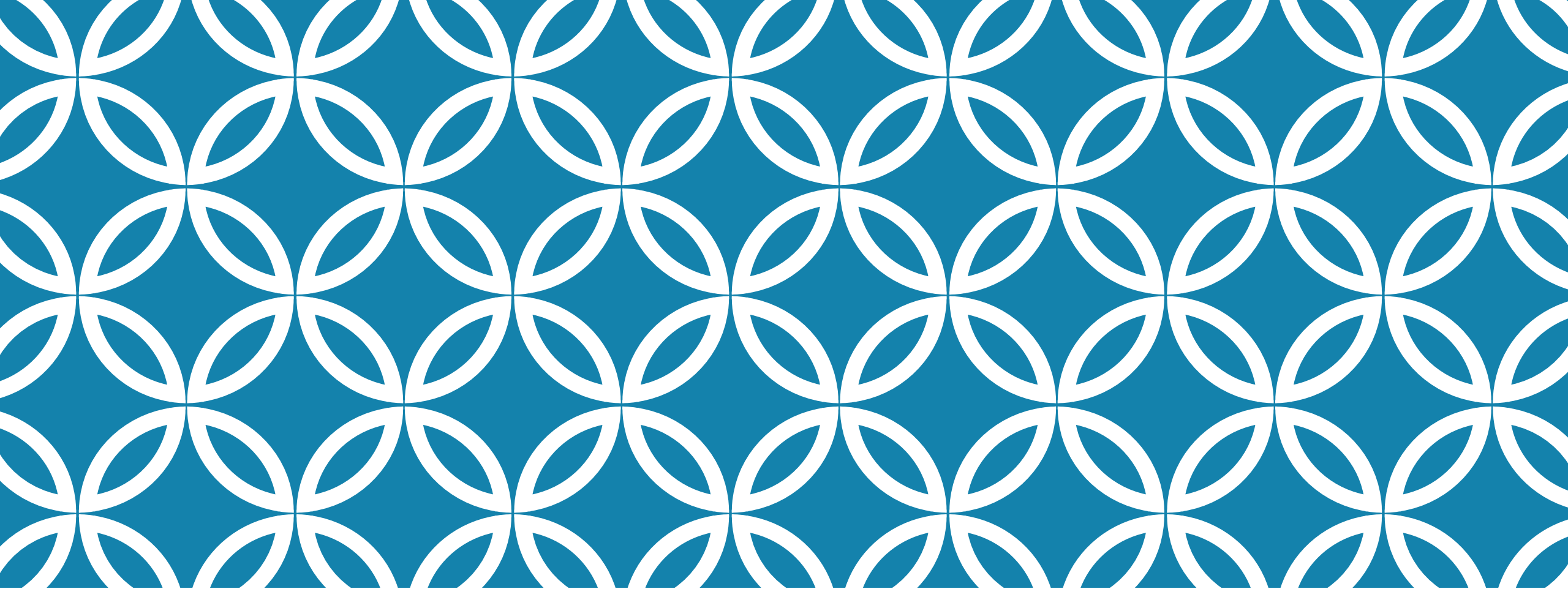
EXPECTED JOB END DATES

It is important to enter the correct expected job end date into ConnectCarolina!

- Expected Job End Date = day after the last day worked; the first day off payroll
 - Using the wrong date can cause a student to be under- or over-paid
- SHRA student appointments **auto-terminate** on the expected job end date
- EHRA student appointments also **auto-terminate**
 - Auto-termination occurs on the morning of the 15th of every month unless a Hire, Job Change, or Status Change action is in progress or in Payroll lockout
 - EHRA students with an Expected Job End Date in or before the current month will be auto-terminated. This also includes EHRA students who are on Short Work Break
 - The termination effective date will be equal to the expected job end date for the impacted record
- Termination Action (Change Employment Status ePAR)
 - Effective date of action = day after last day worked.
 - Last day worked = ConnectCarolina auto-populates this date once you enter the effective date

EXPECTED JOB END DATE RECOMMENDATIONS

- Take action well in advance to prevent payroll issues
 - Especially true for SHRA students, as they will not have access to TIM after termination
- Be mindful of processing deadlines; allow time for actions to execute
- Run report frequently



SHORT WORK BREAK

Significance
Actions
Recommendations

SHORT WORK BREAK

- In order to stop payment for a period of time for an EHRA/Grad Student, they must be placed on a short work break. This keeps the student active, but they will not be paid.
- Benefits to placing a student on SWB:
 - Student does not complete new I-9 upon return from SWB
 - Student does not complete new payroll and tax forms upon return from SWB

NOTE: SHRA students are not eligible for Short Work Break

SHORT WORK BREAK ACTIONS

Placing a Student on SWB

- Effective Date = first day the student should **no longer** receive pay
- Expected Job End Date = first day the student is expected to return from work break
- Check the “I do not wish to update compensation/funding on this action” box
- Action Code = SWB (Short Work Break); Reason Code = ESW (EPA Student Short Work Break)

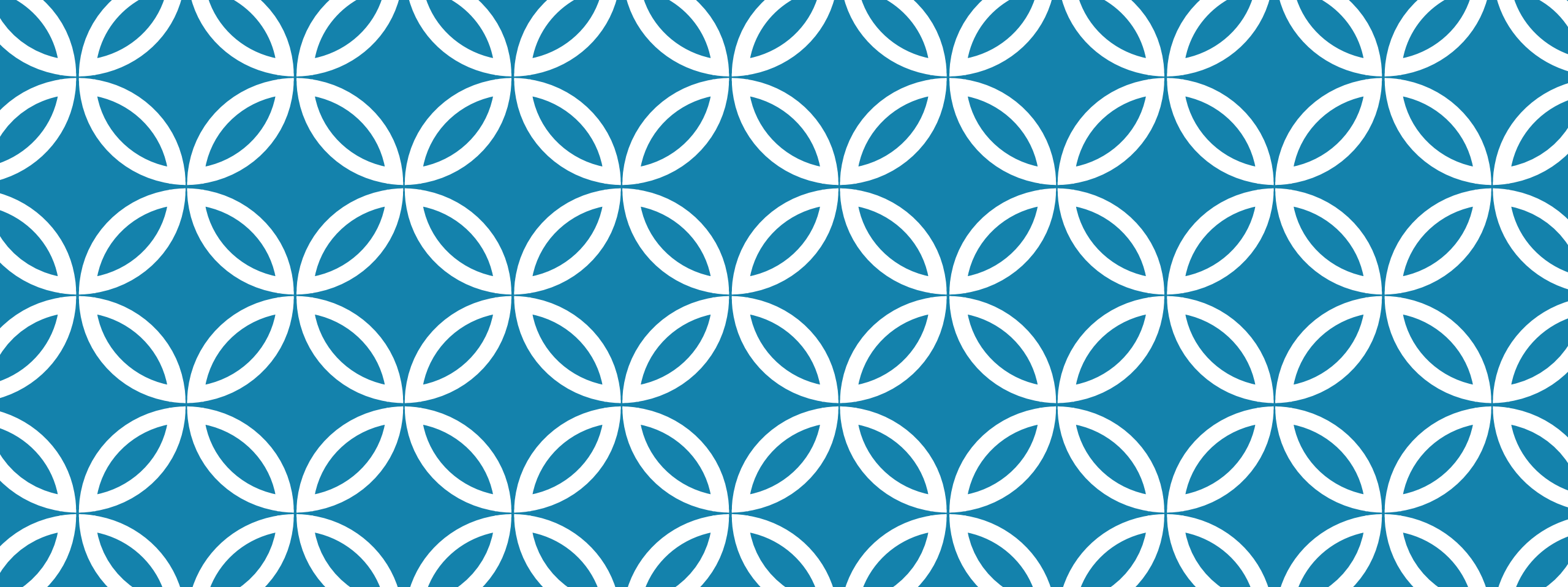
Returning a Student from SWB

- Effective Date = first day the student should begin receiving pay
- Expected Job End Date = be sure to extend it to end of appointment
- Only check the “I do not wish to update compensation” box if there is a change in pay rate or funding
- Action Code = RWB (Return from Work Break); Reason Code = GSR (EPA Student Reappointment)

Note: Use the Edit Existing Job ePar for both actions

SHORT WORK BREAK RECOMMENDATIONS

- Students transferring from a SWB job into a new appointment, must first be returned from work break. The hire/transfer action WILL NOT update their payroll status.
- When terminating an appointment that was placed on SWB, you can use today's date, or the date when the SWB is scheduled to end, or you can backdate it to when the appointment ended.
 - Keep in mind that if a student was hired into a secondary appointment during the SWB period, backdating the SWB termination may cause the student to be out of I-9 compliance.
 - Be careful to check the student's employee record before backdating the SWB termination.



NEW STUDENT HIRE PAPERWORK

I-9

Background Checks

AP-2s & Transcripts

EMPLOYMENT VERIFICATION/I-9

Students should not be hired or begin working prior to completing the I-9!

- I-9, NC-4, W-4, and direct deposit forms are only needed if the student is not on short work break or is inactive
- Recommendations
 - Notify your HRS **before** the student is to start employment as there may be important I-9/employment documents and steps that are needed
 - For international students, please have the student check into ISSS before they complete their I-9

BACKGROUND CHECKS

- Background checks are not required for current students (exceptions)
- However, students in these categories **MUST** undergo a background check before employment:
 - Student employees working with residential programs
 - Student employees working with minors
 - Students who do not re-enroll at UNC - Chapel Hill
 - Students enrolled at a community college, college, or university other than UNC - Chapel Hill (such as **SHRA Other Student Assistants**) need to complete a background check.
- If a student graduates and is being hired into a non-student appointment, then a background check is needed.

NEW STUDENT HIRE PAPERWORK

- Departments are required to attach **AP-2S** to appointment actions for all EHRA graduate student actions at the time of initial appointment
 - AP-2S must be attached again, along with transcripts, at the time of initial appointment to either the Teaching Fellow or Senior Teaching Fellow job codes.
- **Transcripts** must also be attached for EHRA graduate students who are offering instruction as the instructor of record on a course carrying academic credit
 - Teaching Fellow code 800172 and Senior Teaching Fellow code 800183
 - May be official or unofficial (designating the 18 credit hours required)

REMINDERS & RESOURCES



REMINDER 1: USE EXPECTED JOB END DATE CORRECTLY

- Expected Job End Date is the first day a person is no longer on the payroll. It is NOT the last day worked.
- To extend an expected end date for EHRA/grad students, use the Edit Existing Job form to specify the new end date, and submit it as a reappointment (versus terminating and hiring into a new job).
 - If the student is on a short work break, then you need to include the **Return from Work Break** action on the same form.

REMINDER 2: ENTER ACTIONS ON TIME

If you enter Termination or Short Work Break actions after the campus data entry deadline, the student will be overpaid.

If you enter a Hire, Pay Rate Change, or Return from Work Break action after the campus data entry deadline, the student will be underpaid or not paid.

When an employee terminates and you need to inactivate the position, be careful with the effective date. The effective date to inactivate the position can't be during the pay period in which the student employee codes his or her last hours. It needs to be the first day of the following pay period.

REMINDER 3: TAKE CARE TO CHOOSE THE RIGHT PERSON

- When updating person data, be very careful that you are updating the correct person.
- When hiring a person, review carefully to make sure you are selecting the correct person.
- When updating job data or terminating an employee, be sure to pick the correct Employee Record (EmplRec), if there are more than one.
- To see student appointment data, use the UNC Employee Information link found on the HR Work Center.

HOW TO NAVIGATE TO **UNC** **EMPLOYEE INFORMATION LINK**

- ConnectCarolina > HR WorkCenter > UNC Employee Information
- Tells you Department, HR & Payroll Status, FTE, Expected Job End Date, Position Number, Supervisor

UNC Employee Information

UNC Employee Information

EmpID: [REDACTED]

UNC Employee Information

| | | | |
|--------------------|----------------------|----------------------------|--------------------------|
| Department: | [REDACTED] | Empl Record: | 0 |
| Job Function: | SPA Students | FTE: | 0.500 |
| HR Status: | Active | TSERS Re-employed Retiree: | <input type="checkbox"/> |
| Payroll Status: | Active | Job Indicator: | Primary |
| Regular/Temporary: | Temporary | Service Period: | |
| Full/Part: | Part-Time | Expected Job End Date: | 05/07/2016 |
| Job Code: | Work Study-On Campus | Position Number: | [REDACTED] |
| Job Code Set ID: | UNCCH | Supervisor ID: | [REDACTED] |
| Company: | UNC UNC Chapel Hill | Reports To: | |

Save Return to Search Notify

HR WorkCenter

ePAR Home Page

Hiring

Job/Positions

Person Data

Profile Management

UNC Employee Information

Funding Sources

Payroll

Faculty Events

Performance Management

Reports/Queries

Other Resources

Infoporte

REMINDER 4: USE POSITIONS CORRECTLY

- Remember: only **one** SHRA student can occupy each position at a time (it's important for TIM).
- If you need to change the job code on a filled student position, it's best to create a new position and transfer the student into it (for example, Work Study to Student Assistant) to ensure the employee class updates correctly.
- If an SHRA student has multiple jobs, be sure they are recording hours in TIM on the correct position number.
 - Students may need to transfer to secondary positions in TIM before you are able to view their timecard.

RESOURCES

- Graduate School Website: <https://gradschool.unc.edu/>
 - [Grad School Handbook](#)
 - [Salary Stipend Calculator](#)
- CAS Intranet – Did You Know? <http://casbo.web.unc.edu/did-you-know/>
- Payroll Schedules: <https://finance.unc.edu/departments/strategic-sourcing-payment/payroll/schedules/>
- CC Info Resources: <https://ccinfo.unc.edu/resources/>
 - [Managing Student Actions](#)
 - [Student Originators Manual](#)
- EHRA Student Policies: <https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/students/>
- [Policy on Qualifications of Course Instructors](#)
- [Document Requirements for Student Appointments](#)