

SHRA / EHRA Student Tips & Tricks

Hiring:

- All Students need a position number.
- Vacant student positions are found in Infoporte, under the position tab.
- If there are no vacant student positions, upload the CASBO Create/Update Position RASR request.
- NOTE: Students who are enrolled less than half-time, de-enroll or graduate from the University must be classified as a Regular Temporary employee. Must take 31-day break after 11 months.

FTE:

- All Students require an FTE.
- While students can have more than one job, they cannot go over a 1.0 FTE.
- Students are responsible for knowing how many jobs they have.
- If a student is at a 1.0 FTE, to hire them one of their other positions must be reduced.
- International students may only work up to 0.5 FTE during the academic year across all jobs.

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

I-9s:

- Students MUST COMPLETE the Form I-9 BEFORE they are allowed to work.
- HRBPs can help to determine if an I-9 is needed, or if the student has an active I-9.

Effective Start/End Dates:

- SHRA Student start/end dates can be determined based on departmental need, excluding work study students.
- Work Study Students start/end dates are shown in the Hire email sent from Job X through the Office of Scholarship and Student Aid
- EHRA Students start/end date are determined by the Graduate School but can vary based on departmental needs.
- Expected End Date (EED): the day AFTER the last day worked.
- All students will auto-term, unless an ePar has been submitted for extension/reappointment/Short Work Break.
- Run your EED reports monthly to determine, in advance, which students need an extension/reappointment/Short Work Break.

Extensions/Reappointments/Short Work Break:

- Extensions/Reappointment actions MUST be submitted in advance of the EED.
- Short Work Break (SWB) allows students to remain active in the system, but they will not be paid.
 - SWB is for EHRA students only. If on SWB, no new I-9, tax forms, or direct deposit is needed for their return.
 - The effective date for a SWB is the first day the student should no longer receive pay.

Pay:

- SHRA Student Assistants and Work Study Students MUST enter their time in TIM and are paid bi-weekly.
- Managers/supervisors should show students how to enter their time.
- If an SHRA Student Assistant has more than one job, they MUST TRANSFER their hours in TIM.
- EHRA Students are paid monthly.
- If students are being paid off of a training grant, please reach out to CASResearchAdmin@unc.edu to confirm how to pay them properly
- Account Codes for the CFS:

Job Code	Pay Cycle	Account Code
Teaching Assistant	Monthly	513170
Research Assistant	Monthly	511170
SHRA Student	Biweekly	514510
SHRA Work Study Student	Biweekly	514510