

Processing Scholarly Assignments Off-Campus in PeopleSoft

Eligible faculty members [see [REG 05.20.24](#) for eligibility criteria] request scholarly assignment by submitting the Scholarly Assignment Form to the Department Head. The Department Head forwards the Scholarly Assignment form to the Dean with a recommendation for approval. Once approved by the Dean, both the “Leave” action and the “Absence” record must be entered into the HR system.

Refer to the regulation for [Scholarly Assignments Off Campus](#) for complete program guidelines. Scholarly Assignments are leaves with full-pay or partial pay. Leaves without pay are not considered Scholarly Assignments Off Campus.

- An academic year faculty member may be granted a scholarly assignment off campus for one semester at full salary or for one academic year at half salary.
- A fiscal year faculty member may be granted a scholarly assignment off campus for 6 months at full salary or for 12 months at half salary.

Begin by following the current process for entering “Leave” actions then create the “Absence” record in the HR system. Select Workforce Administration>Absence and Vacation>Track Absence History>Create/Update Absence:

Full Pay:

The University will continue funding for both retirement contributions and employee health insurance premiums the same as prior to the Scholarly Assignment Off Campus. The faculty member is required to continue making his/her employee pre-tax contributions to TSERS/ORP and health insurance premiums (if applicable) through payroll deduction.

The screenshot shows the 'Create/Update Absence' form in the PeopleSoft HR system. The browser address bar indicates the URL: [https://hcddev.acs.ncsu.edu:1000/psp/HOQA/EMPLOYEE/HRMS/c/MONITOR_ABSENCE_\(GBL\).ABSENCE_HISTORY.GBL](https://hcddev.acs.ncsu.edu:1000/psp/HOQA/EMPLOYEE/HRMS/c/MONITOR_ABSENCE_(GBL).ABSENCE_HISTORY.GBL). The page title is 'HO880QA'. The form is divided into three tabs: 'Absence Data', 'Follow-up Action', and 'Comments'. The 'Absence Data' tab is active, showing fields for 'Start Date/Time', 'End Date/Time', 'Absence Type' (set to 'N'), 'Absence Code' (set to 'Y'), 'Reason', 'Notification Date', 'Date Approved', and 'By Whom'. Callouts provide instructions: 'Provide the start & end date' points to the date fields; 'Enter your name' points to the 'By Whom' field; 'Date entered' points to the 'Notification Date' field; 'Date signed by Dean' points to the 'Date Approved' field; 'List the location in this field, then go to the “Comment” tab to provide a brief explanation/description for the leave. Use the same date as the notification date.' points to the 'Reason' field; 'Select “N” for type & “Y” for code' points to the 'Absence Type' and 'Absence Code' fields; and 'Validate approval' points to the 'Approved' checkbox.

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Partial Pay:

The University will continue funding employee health insurance premiums the same as prior to the Scholarly Assignment Off Campus. The University will continue funding the retirement contributions *provided the employee chooses to continue participation in retirement* while on the Scholarly Assignment Off Campus with partial pay.

*If partial leave, the faculty member must designate on the Scholarly Assignment Off-Campus request form whether he/she will continue retirement contributions

Please maintain copies of the form and supporting documentation for two years. Do NOT send copies to Human Resources. The Benefits office will access the leave information directly from the table. Please note the importance of not only entering both the “Leave” action and the “Absence” record, but that the information is also entered into the HR system timely. The Benefits office must submit a letter to the Teachers’ and State Employees’ Retirement System (TSERS) requesting permission for the faculty member to continue retirement contributions for both the Optional Retirement Program (ORP) and TSERS while on Scholarly Assignment Off Campus so that the six-year maximum for contributions under this type of leave can be tracked.

The Benefits office will provide each faculty member with details on continuing benefits.

At least 30 days prior to the end of the leave, enter the “Return from Leave” action.

Helpful Reminders:

- Please enter the “Leave” action and the “Absence” record in the HR system as soon as the Dean approves the request.
- Be sure to provide the explanation of the leave on the “Comment” panel.
- Contact the [Benefits office](#) if you need assistance.