Appointment Guidelines for Individuals Teaching the Summer Sessions I, II, or 10wk

When processing appointments in the HR System for individuals who are providing instruction during the summer at NCSU, 5/16 - 8/15, the process used depends on the type of individual being paid. There are several different scenarios, each handled differently:

1. active full-time paid EPA (Faculty & Non-Faculty) and Post Doc assignments
2. active part-time paid EPA (Faculty & Non-Faculty) and Post Doc assignments
3. active paid graduate assistants
4. active paid SPA appointments
5. individuals without an active paid assignments, including visitor “no-pays”

Provided below is a synopsis for each of these groups. Following the synopsis are step-by-step, detailed instructions for processing the action in the HR system for each group.

1. **Individuals with active full-time EPA (Faculty and Non-Faculty) and Post Doc assignments.**

   A new process is in place to pay additional compensation for an individual who already has an existing full-time paid EPA (faculty or non-faculty) or Post Doc assignments. The process is called the Additional Compensation & Application for EPA Employees. **Prior to the work being performed, approvals must be granted by the appropriate, department heads and dean/director.** Once approvals are submitted the payments will be paid automatically based on the scheduled monthly payroll lockout dates. The following reference link accesses the latest EPA Administrative instructions supporting offer letters and the additional compensation application.


Per **REG 05.20.34 – “Non-Tenure Track Faculty Ranks and Appointments,”** EPA non-faculty, post docs and SPA employees teaching must meet the qualifications for faculty rank (or have an exception from the Vice Provost for Faculty Affairs) and must have been granted a academic rank (e.g., lecturer, or, if unpaid, adjunct) for the term of their teaching assignment by the appropriate academic department.

In general, payments should be made at the completion of a summer session:

- Summer Session I (SSI) work effort May 16th – June, (June payment only)
- Summer Session II (SSII) work effort July - Aug 1st, (July payment only)
- Summer Session 10-Week (SS10W) work effort May 16th - Aug 1st, (Two payments, June and July)

**NOTE:** Active **part-time** paid EPA Faculty & non-Faculty, maintaining a .75 FTE or greater will be eligible to utilize the Additional Compensation online tool to process summer payments.
2. **Individuals with active part-time EPA (Faculty and Non-Faculty) and Post Doc assignments.**

The process for hiring individuals to teach a summer session assignment should follow the same process for hiring all other part-time non-tenure-track teaching faculty. Only one panel of job data information will need to be completed and it will appear as a no pay (NOP) assignment in the HR System, the Job Code must be entered as F904 “Summer Lecturer – 9 month assignment”. The departmental time administrator will have to enter and submit the summer payment amount directly on the employee timesheet, using the appropriate summer session time reporting code listed on the last page of this document. The payment should be made on a date that corresponds to one of the summer sessions, preferably near the end of the session. The college division is responsible for submitting the timesheet payment before the monthly payroll lockout dates during the summer session period.

As with all part-time non-tenure track faculty appointments, please keep the following in mind:

- In accordance with federal law, positions must be posted, except for those situations when a department is hiring faculty who returns to teach on a recurring basis in consecutive academic years (AY) in the same academic discipline/department -- in which case, the position does not need to be posted again.

- Use UNC-GA’s [Translation of Non-Tenure-Track Working Hours to FTE Chart](#) to assign an FTE appropriate for the number of credit hours teaching.

- **NOTE:** Under provisions of the Affordable Care Act (ACA) effective 1/1/15, any appointment that results in the employee having a cumulative FTE of .75 and 3 months or more will result in healthcare-eligibility, with cost of benefits split proportionately across the paying budgets. If you are going to make another unit’s part-time employee healthcare-eligible, you must have that department’s written concurrence first for its portion of the benefit cost.

(See below for step-by-step instructions for entering these appointments into the HR System)

3. **Graduate Assistantships**

- If a course is to be taught by a graduate student who is not currently on a graduate assistantship or who is on a Graduate Teaching Assistant (A138) job code during the previous spring semester, then the department should re/hire the individual as a Graduate Services Assistant (A198) or Graduate Teaching & Research Assistant (A178) during the appropriate summer sessions. We recommend that departments conduct background checks on all new student hires with teaching responsibilities. Departments should use the following dates for summer sessions: Summer I – May 16 thru June 30; Summer II – July 1 thru August 15; 10-Week – May 16 thru August 15. The Graduate Services Assistant (A198) job code should be used if there are only teaching duties assigned to the individual during the summer. The A198 job code is not a GSSP-eligible job code; therefore, using this job code during the summer will not have any effect on the student’s health insurance if they were on a Graduate Teaching Assistant during the prior spring semester and are receiving GSSP health insurance coverage.

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Updated 5/1/15
during the summer. Departments should use the Graduate Teaching & Research Assistant (A178) job code if there will be research and teaching duties expected of the student. Please be aware that the A178 job code is GSSP-eligible and will override any health insurance benefits during the summer if the student was on a Graduate Teaching Assistant (A138) job code during the previous spring semester.

- If a course is to be taught by a graduate student who is already on an assistantship, then an increase in FTE and pay is the appropriate process. Additionally, the graduate student’s job code should be appropriately changed for their responsibilities, (Graduates Teaching and Research Assistant (A178) or Graduate Services Assistant (A198)). These additional duties must not interfere with the individual’s normal assistantship responsibilities. In such cases, effort would increase from 0.50 FTE (20 hours) to 0.725 FTE (29 hours) for teaching one 3-credit-hour course, and may require internal college approval requirements. In addition, cumulative effort increases beyond 0.725 FTE require advance approval request from the respective Dean or Vice Chancellor’s Office per the new ACA guidelines. The Dean or VC of the college that is requesting the appointment that will place the individual over the 0.725 FTE (29 hours) thresholds will be responsible for signing the Exception Form (found on the NCSU HR Benefits homepage) and submitting it to the Benefits Office prior to appointment entry. A copy should also be sent to the Graduate School. Once the new NextGen Graduate Appointments system goes live in summer 2015, the Dean or VC will be notified electronically that their sign-off is necessary during the appointment entry process.

NOTE: The use of the Graduate Teaching Assistant job code (A138) is never allowed during the summer sessions. Under the new ACA guidelines, any person employed with the University who is not currently eligible for the State Health Plan who works an aggregate total of 0.75 FTE (30 hours) or more for 3 months or more, even graduate assistants and student workers, will be eligible to opt for the ACA Healthcare Plan. If the individual opts for the ACA health plan, the cost of benefits will be split proportionately across the paying budgets. If you are going to make another unit’s graduate assistant ACA eligible, you should have that department’s written concurrence first for its portion of the benefit cost.

(See below for step-by-step instruction for entering these appointments into the HR System)

4. Individuals with Active, Paid SPA Appointments

An SPA employee must have written permission from their supervisor, home department head, the department head of the borrowing unit and HR-Classification & Compensation. This can be accomplished via completion of the “SPA Supplemental Pay Request” form. These additional duties must not interfere with the individuals normal work assignment.

Note: FLSA regulations require that SPA employees that are FLSA “Non-Exempt” be paid at a rate equal to at least time and one half of their normal hourly rate.
Payment to active full-time paid SPA employees for teaching during the summer session should be paid directly on the employee timesheet in the HR system using earnings code 100: SPA Teaching.

5. For Individuals Without an Active Paid EPA Assignment (New Hires or Rehires):

The process for hiring individuals to teach summer session, who do not have existing paid NCSU appointments, follows the same start employment process for hiring all other part-time non-tenure-track teaching faculty. Only one panel of job data information will need to be completed and it will appear as a no pay (NOP) assignment in the HR System. The job code must be entered as F904 “Summer Lecturer – 9 month assignment.” Note: The dept. will enter and submit the summer payment amount directly on the employee timesheet, using the appropriate summer earnings code on a date that corresponds to one of the summer months. Payments should be during the June or July Summer Session timeframe, preferably near the end of the session.

The position must be posted, except for those situations when a department is hiring an individual who returns to teach on a recurring basis in consecutive academic years (AY) in the same academic discipline/department in which case the position does not need to be posted.

- Allow time for completion of the Background Check process if required.
- Use the Translation of Non Tenure Track Working Hours to FTE Chart to assign an FTE appropriate for the number of credit hours teaching.
- NOTE: Under ACA, any appointment that totals .75 FTE or more for 3 months or more will be healthcare-eligible, with cost of benefits split proportionately across the paying budgets. If you are going to make another unit’s graduate assistant benefits eligible, you must have that department’s written concurrence first for its portion of the benefit cost.

6. For temporary employees with or without an Active Job (New Hires or Rehires):

The process for hiring temp hourly summer session workers, should utilize the same start employment process for hiring all temp hourly employees in the HR System. The job codes for temp hourly employees are unique for the summer session so please reference the job code description table near the end of this document. All temp hourly personnel are required to utilize the Kaba time collection system.
Step-By-Step Instructions for Entering Actions into the HR System

**NOTE:** when utilizing the Additional Compensation & Application for full-time EPA Employees, verify the transaction has been initiated and submitted for approval prior to the summer sessions.


A. Step-by-Step instructions For Entering Active Part Time, Paid EPA Faculty & Non-Faculty and Post Doc Appointment:

**Navigation Path to the Start Employment Process:**
Main Menu->Human Resources Systems->VPAF/Start Employment->Start Employment (HIR/REH/ADL)

- **Person Effective Date** Enter the current date of the transaction or a date prior to that date. *Note: future dates cannot be entered*
- **Employment Classification** Select EPA Faculty
- **Job Effective Date** Select a date that corresponds to Summer Session I, II, or 10wk start dates.
- **Position Number** Leave blank unless the person is being assigned to a position.
- **Posting #** Enter the posting number. *Note: As indicated above, if hiring teaching faculty that have provided instruction for NCSU within the previous academic year in the same academic discipline/department, you are not required to post the position.*
- **Employee ID** Enter the individual’s Empl ID if they have been assigned one, otherwise leave this field blank.
- **Department ID** Enter the 6 digit OUC of the hiring department
- **Candidate Email** if the employee is currently employed with NCSU leave blank.
- Click **Save** to generate a PAF ID# and continue the transaction. *A new panel should open up and the Review Employment Panel should be displayed.*

**Review Employment Profile panel**
Note the PAF ID# assigned to the transaction for tracking purposes. Please verify the information listed on the panel for correctness. If everything is correct, select “Save” to continue. If a field needs to be changed make the adjustment then Save to continue.

**Create Job panel**
*For active EPA part-time faculty & non-faculty employees this will be an additional job. Summer Session requires 1 panel of summer session job data information.*

- **Job Data Panel**
  - **Current Home Address** review and verify for accuracy
  - **Business Address** update the address fields to reflect the persons work location
  - **Effective Date** the job effective date will feed in from the initial start employment panel. Verify the date.
Expected Job End Date for SSI enter June date, SSII enter 8/15, and/or for SS10wk enter 8/15 to set the termination flag to “End Job Automatically” at the end of the summer session, preventing potential over payments.

Additional Job/Reason select “Summer Assignment” from the drop down list.

Job Code enter F904 “Lecturer/Summer School”

Supervisor ID this indicates the person the individual reports to

Standard Hours no pay job code F904 has a default setting of .01.

**NOTE: Once the transaction has been approved and transitioning to job data the department will need to update the standard hours (instructions below).

Recurring/Contract 9 month

Click Save to continue

Distribution Setup Panel

Update the Distribution panel with the project ID/account information

Note: If paid from multiple accounts, enter the percentage then click the “+” to reflect the remaining percentages.

Submit the Transaction to be reviewed by HRIM

After submitting, scan the approval document and send it to your HRIM Specialist to speed the review/approval process. Contact your HRIM Specialist with questions about the documents. Once approved review job data to verify the entry.

Education panel

The hiring dept. can update the education panel if the employee has obtained additional degrees. Navigation Path to update education:

Main Menu>Human Resources System>Workforce Administration >Job Information>Education

Select the “Add” button and enter education updates

After education has been updated also enter the primary Scholarship Area: Enter the SCHAR Degree code and select the Scholarship Area ‘Major Code’

Instruction to update Standard Hours (Job Data)

Access the JOB DATA panel of the employee, (F904 Lecturer), and enter a new row with the same effective date as the summer assignment and increase the effective sequence # by one, use Action/Reason “FTE Change/No Benefit Impact”.

Under the “Job Information “tab use the Translation of Non Tenure Track Working Hours to FTE Chart (reference link below) and change the standard hours to match the work effort and Save:
B. Step-by-Step Instructions for Entering For Paid Graduate Assistantships:

1. Entering a Re/Hire for a Graduate Services Assistant (A198) or Graduate Teaching & Research Assistant (A178)
   a. Start Employment Profile – New appointments for Graduate Assistantships will be performed through Start Employment Profile
      - **Person Effective Date** Enter the current date of the transaction or a date prior to that date. *Note: future dates cannot be entered*
      - **Employment Classification** Select *Graduate Assistant*
      - **Job Effective Date** Select a date that corresponds to the appropriate summer session: for SSI enter 5/16, SSII enter 7/1, or 10-week enter 5/16
      - **Position Number** Leave blank
      - **Posting #** Leave blank
      - **Employee ID** Enter the student’s Empl ID
      - **Department ID** Enter the 6 digit OUC of the hiring department
      - **Candidate Email** Leave blank or complete with student’s NCSU email address
      - Click **Save** to generate a PAF ID# and continue the transaction.

      *Once all fields have been entered, the transaction must be saved to continue. A new panel should open up and the Review Employment Panel should be displayed.*

Review Employment Profile panel
Note the PAF ID# assigned to the transaction for tracking purposes. Please verify the information listed on the panel for correctness. If everything is correct, select **Save** to continue. If a field needs to be changed make the adjustment then **Save** to continue.

Education panel
Make any corrections to the student’s education information as necessary, select **Save** to continue. At least one degree must be entered for the student to proceed.
Create Job panel

- **Job Data Panel**
  - **Business Address** Update the address fields to reflect the student’s campus/work location.
  - **Effective Date** The job effective date will feed in from the initial start employment panel. Verify the date.
  - **Expected Job End Date** For SSI enter 6/30, SSII enter 8/15, and/or for SS10wk enter 8/15. The flag to “End Job Automatically” will automatically be selected to prevent over payments.
  - **Action** This is automatically selected for you.
  - **Reason** Select “Hire Graduate Assistant,” “Rehire Graduate Assistant” or “Part-Time Paid Graduate Assistant” from the drop down list.
  - **Job Code** Enter “A198” (Graduate Services Assistant) or “A178” (Graduate Teaching & Research Assistant).
  - **Supervisor ID** This indicates the person the individual reports to, which is most likely their advisor, the Department Head or the DGP.
  - **Standard Hours** Based on the Translation of Non Tenure Track Working Hours to FTE Chart. (reference link)

<table>
<thead>
<tr>
<th>Credit Hrs Taught</th>
<th>Hrs/Wk Effort EQUIV</th>
<th>Corresponding FTE</th>
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<td>&gt;13</td>
<td>40</td>
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</tbody>
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**Note:** Effort increases beyond 0.50 FTE may require internal college approval and cumulative effort increases beyond 0.725 FTE require advance approval request from the respective Dean or Vice Chancellor’s Office per the new ACA guidelines.

- **Compensation Rate** Enter annualized amount.
- **Click Save** to continue.

- **Distribution Setup** panel
  - Update the Distribution panel with the Project ID/account information
  - Note: If paid from multiple accounts, enter the percentage then click the “+” to reflect the remaining percentages.
  - During the summer only, departments are allowed to override the account code for the Graduate Services Assistant (A198) job code with 51311. Outside of the summer terms, Graduate Teaching Assistant...
(A138) and Graduate Teaching & Research Assistant (A178) are the only graduate job codes that are allowed to utilize the 51311 account code.

- **Submit** the transaction should be reviewed by your college/dept HR Approver.

2. Adjusting the FTE for a current Graduate Assistant:
   a. **VPAF Process**– Active Graduate Assistantships updates will be performed through VPAF Process
   b. **Navigation Path:** Main Menu->Human Resources Systems->VPAF/Start Employment->VPAF Process

- **Employee Selection**
  - **Search** for the employee by entering specific search criteria then select “Search”. From the search results click on the box next to “Empl ID” then select Next
  - **Effective Date** when the change request begins
  - **Action/Reason** - select Pay Rate Change-Grad Salary Adjustment
  - Click Next to continue
  - Enter the **Standard Hours** associated with the course.
    If courses are staffed with graduate students who are already on an assistantship, then an increase in FTE and stipend level is the appropriate process. These additional duties must not interfere with the individuals normal work assignment. Graduate assistantship effort increases from .50 FTE (20 hours) to **.725 FTE (29 hours)** may require internal college approval requirements as well as cumulative effort increases beyond .725 FTE require advance approval Graduate School approval.
    Update the **Comp Rate** field to reflect the pay increase
  - Click **Submit** so the transaction can be reviewed at the approver level
  - Confirm the transaction (after approved) in Job Data

- **Distribution Setup**
  - **Distribution Setup:** If necessary to update the distribution for the assistantship, you must make the change in Distribution Setup.
  - **Navigation Path:** Main Menu->Human Resources Systems->Commitment Accounting->Distributions and Posn Budgets->Distribution Setup
  - Empl ID: search for the individual by entering their Empl ID and clicking “Search.” Select the appropriate appointment by clicking on the radio button beside the correct Empl Record and fiscal year. Then click “Select to View/Update.”
  - **Effective Date** when the distribution change should begin
  - Update the Project ID(s) /account information as needed.
    Note: If paid from multiple accounts, enter the percentage then click the “+” to reflect the remaining percentages.
  - **Comments** are required.
  - During the summer only, departments are allowed to override the account code for the Graduate Services Assistant (A198) job code with 51311. Outside of the summer terms, Graduate Teaching Assistant (A138) and Graduate Teaching & Research Assistant (A178) are the only graduate job codes that are allowed to utilize the 51311 account code.
Save the Transaction.

C. Step-by-Step Instructions for Entering Individuals Without an Active Paid Assignment (New Hires, Rehires, Visitor No-Pays):

Navigation Path to the Start Employment Process:
Main Menu -> Human Resources Systems -> VPAF/Start Employment -> Start Employment (HIR/REH/ADL)

- **Person Effective Date** Enter the current date of the transaction or a date prior to that date. *Note: future dates cannot be entered*
- **Employment Classification** Select EPA Faculty
- **Job Effective Date** Select a date that corresponds to Summer Session I, II, or 10wk start dates.
- **Position Number** Leave blank unless the person is being assigned to a position.
- **Posting #** Enter the posting number. *Note: As indicated above, if hiring teaching faculty that have provided instruction for NCSU within the previous academic year in the same academic discipline/department, you are not required to post the position.*
- **Employee ID** Enter the individual’s Empl ID if they have been assigned one, otherwise leave this field blank.
- **Department ID** Enter the 6 digit OUC of the hiring department
- **Candidate Email** Enter the individual’s personal email address. This will be used by the Onboarding Center for communicating with the individual prior to them receiving their official NCSU email address.
- **Click Save** to generate a PAF ID# and continue the transaction. *Once all fields have been entered, the transaction must be saved to continue. A new panel should open up and the Review Employment Panel should be displayed.*

Review Employment Profile panel
Note the PAF ID# assigned to the transaction for tracking purposes. Please verify the information listed on the panel for correctness. If everything is correct, select **Save** to continue. If a field needs to be changed make the adjustment then Save to continue.

Person of Interest (POI) panel
Please note the POI panel will only be available if the employee ID is left blank on the initial panel or unknown to the HR System. Complete the POI panel and submit to HRIM for review. The initiator of the transaction will receive an email notification with the new employee ID# once the request is approved. If denied the email notification will explain the reason.

**Note:** Once a POI email notification is received with the employee ID#, the transaction initiator can return to complete the transaction through “Department Console”. Navigation Path:
Main Menu -> Human Resources Systems -> VPAF/Start Employment -> Review Transactions -> Department Console
- Enter the PAF ID# in the appropriate field and click “Search” to locate the transaction
- Click on the appropriate PAF ID# and it will open up to the “Create Job” panel

Create Job panel

*The EPA Faculty employee class has 3 panels of data to complete (Job Data, Compensation, & Contract/Tenure)*

- **Job Data Panel**
  - **Business Address** update the address fields to reflect the person's work location
  - **Effective Date** the job effective date will feed in from the initial start employment panel. Verify the date.
  - **Expected Job End Date** for SSI enter June date, SSII enter 8/15, and/or for SS10wk enter 8/15 to set the termination flag to “End Job Automatically” at the end of the summer session and to prevent over payments.
  - **Hire/Rehire** select “Summer Assignment” from the drop down list
  - **Job Code** enter F904 “Summer School Lecturer”
  - **Supervisor ID** this indicates the person the individual reports to
  - **Standard Hours** no pay job code F904 has a default setting of .01.
    - ➢ **NOTE**: Once the transaction has been approved and transitioned to job data the department will need to update the standard hours (instructions below).
  - **Recurring/Contract** 9 month
  - **Click Save** to continue

- **Distribution Setup Panel**
  - **Update the Distribution panel with the Project ID/account information**
    - Note: If paid from multiple accounts, enter the percentage then click the “+” to reflect the remaining percentages.
  - **Submit** the Transaction to be reviewed by HRIM

After submitting the transaction, scan the approval documentation and send it in to your HRIM Specialist to help speed up the review/approval process. Contact your HRIM Specialist if you have any questions about the approval documents. Once approved review job data to verify the entry.
Education panel
The hiring dept. can update the education panel once the transaction is approved.

Navigation Path to update education:
Main Menu>Human Resources System>Workforce Administration >Job Information>Education

- Select the “Add” button and enter education updates
- After education has been updated also enter the primary Scholarship Area:
  Enter the SCHAR Degree code and select the Scholarship Area ‘Major Code’

**Instruction to update Standard Hours (Job Data)**

- Access the JOB DATA panel of the employee, (F904 Lecturer), and enter a new row with the same effective date as the summer assignment and increase the effective sequence # by one, use Action/Reason “FTE Change/No Benefit Impact”.
- Under the “Job Information” tab use the Translation of Non Tenure Track Working Hours to FTE Chart (reference link below) and change the standard hours to match the work effort and Save:

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Summer Session Payments

Payments for part-time EPA employees should be entered with the appropriate Time Reporting Code (TRC) directly on the employee timesheet. Please note the separate TRC’s to distinguish between the payments for each of the three summer sessions. A TRC help link is located on the timesheet to reference TRC descriptions. Temp hourly employees should utilize the Kaba time collection system to track reported hours worked. The following is a list of all EPA (F904) Summer Session TRCs:

Chart Illustrating Job Codes with Corresponding Time Reporting Codes (TRCs)

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<thead>
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<th>TRC Description</th>
<th>Earnings Code</th>
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<td></td>
</tr>
</tbody>
</table>

Kaba will be utilized to capture reported hours worked and the punch data will be transferred directly to the employee timesheet. The HR system will automatically calculate total hours worked each day and apply the correct earnings code. If the employee works on a designated NCSU holiday the system will automatically calculate holiday pay.

Additionally, because of the restrictions placed on the number of hours that F-1 and J-1 student visa holders can work while attending classes during the summer session, please enter the standard hours these individuals are working during summer session. Please remember all foreign nationals should be submitted to Michelle Anderson in advance of payroll lockout for approval.

The chart below is provided to assist you with determining what appointment dates to use for part-time EPA employee payments based on the Summer Session work effort. Add scheduled lockout dates.

<table>
<thead>
<tr>
<th>Payroll ID</th>
<th>Pay Period Dates</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Session 1: 5/19 to 6/24</strong></td>
<td>10week: 5/19 to 8/1</td>
<td></td>
</tr>
<tr>
<td>20151R12</td>
<td>Can submit pay for services through 6/24</td>
<td>6/30</td>
</tr>
<tr>
<td><strong>Summer Session 2: 6/26 to 8/1</strong></td>
<td>10week: 5/19 to 8/1</td>
<td></td>
</tr>
<tr>
<td>20161R01</td>
<td>Can submit pay for services through 7/31</td>
<td>7/31</td>
</tr>
</tbody>
</table>