

NC STATE UNIVERSITY

Online and Distance Education Appointment Guide

PS Version 9.2

Table of Contents

Active Full-time EHRA Faculty and Non-Faculty assignments	3
Active Part-time, New Hire/Rehire EHRA Faculty and Non-Faculty assignments	4
Additional Compensation (example):	6
Graduate Assistantships.....	7
Instructions for Entering <i>Graduate Assistantships</i> :	7
Active Paid SHRA Exempt & Non-Exempt Appointments	8

Processing Online and/or Distant Education (DE) appointments in the HR System will depend on the employee classification and assignment. The table of content covers different options available.

Some of the options listed above may be partially or fully funded by the Distance Education (DE) Division. If the distance education course being delivered is supported by DE make sure the department managing the individual resource communicates with the DE Division to make sure the individual is paid in a timely manner.

Review the options in the table of content and select the one that best describes the individual supporting the Distant Education course. By clicking (cntl+click) on the option it will navigate to a summary of how the individual should be entered into the system along with instructions for processing the action through Job Action Request (JAR) and the Additional Compensation Application in the HR system.

Active Full-time EHRA Faculty and Non-Faculty assignments

The Additional Compensation Application should be used for all EHRA Faculty & Non-Faculty personnel (.75 total FTE or greater) offering Online and/or Distance Education (DE) courses on an overload basis as instructed by the department. For all instances where the department has instructed DE Division the instructor is to be paid overload because their total FTE is .75 or greater, DE will initiate the Additional Compensation Application.

NOTE: when utilizing the Additional Compensation Application verify the transaction has been submitted for approval prior to the semester payment schedule.

In order to pay additional compensation for DE instruction to an individual who already has an existing full-time, (.75 FTE or greater), paid EHRA (Faculty or Non-Faculty) assignment, **prior approval must be granted by the individual's current supervisor, department head and dean/director.** This is done using the Additional Compensation & Application for EHRA Employees. Reference the EHRA Administration website for supporting offers letters and the additional compensation application.

- http://www.ncsu.edu/human_resources/EHRA/

Per [REG 05.20.34 – “Non-Tenure Track Faculty Ranks and Appointments,”](#) EHRA non-faculty and SHRA employees teaching Online and/or Distant Education must meet the qualifications for faculty rank (or have an exception from the Vice Provost for Faculty Affairs) and must have been granted an academic rank (e.g., lecturer, or, if unpaid, adjunct) for the term of their teaching assignment by the appropriate academic department.

In general, payments for EHRA personnel with a total FTE of .75 or greater will be processed through the Additional Compensation Application once all the appropriate approvals have been submitted. The payroll system will process and distribute the payment based on the monthly payroll lockout schedule. Reference link: http://www.ncsu.edu/human_resources/payroll/departments.php.

Active Part-time, New Hire/Rehire EHRA Faculty and Non-Faculty assignments

The Job Action Request (JAR) process for hiring EHRA individuals with a total FTE of < .75 to teach Distant Education courses who have existing part-time paid NCSU appointments or being hired for the first time should follow the same process for hiring all other part-time non-tenure-track teaching faculty. The following illustration reflects the JAR initiate panel and the specific fields that need to be updated to support DE lecturer hires:

The screenshot displays the JAR initiate panel with the following sections and fields:

- Name:** Name Prefix (dropdown), *First Name (Brian), Middle Name, *Last Name (Sim), Name Suffix (dropdown).
- Employee's Work Location / Address:** *On Campus (On Campus), *Building # (121), *Room Number (00265), *Campus Box (7210), HUMAN RESOURCES.
- NCSU Data:** *Candidate Email (nobody@ncsu.edu), *HR Hiring Proposal (HP123456EP).
- Job:**
 - Action: Hire
 - *Action Reason: Hire for Regular Employment
 - *Effective Date: 07/01/2016
 - Position Number
 - Expected Job End Date: 12/31/2016
 - *Base Compensation: Annual
 - *Tax Location Code: NC, North Carolina
 - End Job Automatically
 - Encumbrance Override
 - Encumber to Appt End
 - Override Position Data
 - *Job Code: F951, Lecturer - Distant Education
 - *Department: 160301, History
 - *Location: 036, History
 - *Supervisor ID: 000568965, McCallum Jr, William E
 - *Standard Hours: 9.00 Hrs/Week, FTE: 0.225, Total FTE: 0.225
 - *Recurring Contract: 9 Month Assignment
 - Add Supplement(s):**

*Rate Code	*Amount	Total Compensation:
1 Base Pay	\$0.000000	\$0.00

This document focuses on the unique job code (F951) and fields for a DE Lecturer:

- **Name** – required data, First & Last name
- **Employee's Work Location** – required data, use the search icon for assistance
- **NCSU Data**
 - A valid "**Candidate Email**" must be provided in order for the individual to receive the electronic background check form
 - **HR Hiring Proposal (HP)#** enter the approved hiring approval code in order for the applicant information to automatically attach to the transaction
- **Job** - DE hires should reflect the semester date range and job code (F951)
 - **Effective Start Date** should be (7/1) for fall, (1/1) for spring or 5/16 – 8/15 for summer semester begin dates
 - **Base Compensation** for F951 is blank by default. DE payments should be processed through the Additional Compensation Application/Tool.
 - **Expected Job End Date** if you would like the DE job to automatically terminate, enter the "*Expected End Date*" and checking the "*End Job Automatically*" box.
 - **Standard Hours** should reflect the Non Tenure Track Working Hours to FTE Chart, (ref: https://www.ncsu.edu/human_resources/EPA/pdf/TranslationFTE.pdf)
 - **Recurring Contract** should be 9 month assignment

DE Lecturer JAR transaction continued:

Appointment Info	
Appt Begin Date:	08/16/2016
*Appt End Date:	12/31/2016
*Anticipated Appt Length:	<9 Month-renewal possible
Appt Comments:	
Academic Rank	
Academic Rank:	051 Lecturer
*Tenure Status:	Faculty, Non Tenure Track -NTT
*Tenure Type:	
Academic Home Dept:	
Named/Distinguished Professorship:	
Original Tenure Track Date:	
Mandatory Review Date:	
Tenure Granted Date:	
Date of Current Rank:	07/01/2016
Distribution Data	
Fiscal Year: 2017	<input type="checkbox"/> Work Against
Position Nbr:	
*Project ID	*Account
1	51319
Override	*Percent
<input type="checkbox"/>	
Amount	
Totals: 0.00	

- **Appointment Info**
 - **Appt. Begin & End dates** - should reflect work obligation for the semester(s)
 - **Anticipated Appt Length** – should also reflect the work obligation, reference: https://www.ncsu.edu/human_resources/hrim/pdf/AnticipatedApptLength.pdf
- **Academic Rank**
 - **Academic Rank** – typically 051 Lecturer but update accordingly
 - **Tenure Status** – “Non-Tenure (NTT) Faculty”
 - **Academic Home Dept** – select from the drop down listing
 - **Date of Current Rank** – same as effective hire date
- **Distribution Data**
 - **Enter the default Project ID & Percentage**, keep in mind the monthly payments for DE instructors are processed & approved through the Additional Compensation Application
- Submit the “**JAR Transaction**” for Central HR approval and remember to attach all supporting paperwork.

NOTE:

- **Once the Distant Education (F951) assignment is approved the Additional Compensation Application should be used to process payments. Use Earnings Code 995 and Description 1 code (Use only for F951 only) for the additional compensation transaction during the academic semesters (8/16 – 5/15), Reference Link: http://www.ncsu.edu/human_resources/EHRA/**

Additional Compensation (example):

Find Existing Value		Add a new Value	
Empl ID:	<input type="text" value="000669851"/>	Name:	[REDACTED]
*Employee Rec#:	<input type="text" value="4"/>	Empl Class:	EPA Faculty
		Recurring:	09
		Empl Status:	Active
		Action:	Additional Job
		Reason Code:	Addl Faculty Assgnmnt - Paid
*Requesting Dept Id:	<input type="text" value="162701"/>	Social Work	
*Work Begin Date:	<input type="text" value="08/16/2015"/>		
*Work End Date:	<input type="text" value="12/31/2015"/>		
*Total Amount:	<input type="text" value="\$5,000.00"/>		
*Earnings Code:	<input type="text" value="995"/>	Overload-DELTA/Engr On-Line	
TRC:	<input type="text" value="995"/>	Overload-DELTA/Engr On-Line	
Description 1:	<input type="text" value="Use only for F951 only"/>		
Description 2:	<input type="text"/>		
	<input type="button" value="Add"/>	<input type="button" value="Clear"/>	

- **The Distance Education (DE) Division will advise the department of confirmed compensation amounts (if applicable) and transfer all compensation funds directly to the department. DE does not in any way initiate payroll actions for employees less than .75 FTE*

Notes:

- If the part-time EHRA individual is teaching a credited course during the summer (5/16 – 8/15) please follow the summer session instructions. *Consult with your HRIM Specialist if you have questions about summer session transactions.*

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 or more for 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.

Graduate Assistantships

- If a course is to be taught by a graduate student who is not currently on a graduate assistantship, then the department should re/hire the individual as a Graduate Teaching Assistant (A138) during the appropriate semester. We recommend that departments conduct background checks on all new student hires with teaching responsibilities. Departments should use the following dates for teaching responsibilities: Fall: August 16 thru December 31; Spring: January 1 thru May 15. Note that the Graduate Teaching Assistant (A138) job code is GSSP-eligible if the appointment meets the minimum salary requirement and the student meets the necessary requirements (e.g., full-time enrolled, academic standing, etc.).
- If a course is to be taught by a graduate student who is already on a Graduate Teaching Assistantship (A138) in the same department, then an increase in FTE and pay is the appropriate process. If the student is on a Graduate Research Assistantship (A148) in the same department of the Distant Education and/or Online course, the graduate student's job code should be appropriately changed for their additional teaching responsibilities (e.g., from Graduate Research Assistant (A148) to Graduate Teaching & Research Assistant (A178)). If a student is in a Graduate Teaching Assistant (A138) in a different department than the Distant Education and/or Online course, then the Distant Education and/or Online course department should hire the student as a Graduate Teaching Assistant (A138) in the class' department.

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.

Instructions for Entering *Graduate Assistantships*:

Reference: <https://grad.ncsu.edu/faculty-and-staff/student-funding/nextgen/>

○

Active Paid SHRA Exempt & Non-Exempt Appointments

SHRA Exempt employees must have written permission from their supervisor, home department head, the department head of the borrowing unit and Central HR. This can be accomplished via completion of the “SPA Supplemental Pay Request” form and sending the signed copy to your HRIM representative. The additional duties must not interfere with the individuals normal work assignment.

Payment to active full-time paid SHRA Exempt employees for teaching a Distant Education course should be spread out over the semester by making periodic entries on the time sheet in the HR system using *earnings code 100: SPA Teaching*.

SHRA Non-Exempt employees who are subject to FLSA regulations must track their hours worked on the monthly timesheet and be paid at their normal hourly rate or overtime rate if they exceed 40 hours during the week. The additional duties must not interfere with the individuals normal work assignment. If the SHRA Non-Exempt employee is not available to perform their normal work assignment the appropriate leave should be documented and recorded. Additional pay would have to be entered, submitted, and approved before it could be processed for payment.