

Employee Class Values

Employee Class	Code	Use this Employee Class with...
EHRA Faculty	EFX <i>(Perm)</i>	Individuals whose primary assignments are for the purpose of conducting instruction, research, and/or public service, and who hold academic rank titles. This does not include unpaid faculty who should be placed in the "Unpaid Faculty" employee class.
EHRA SAAO Tier 1	ES1 <i>(Perm)</i>	EHRA Senior Administrative Academic Officers (SAAO) of NC State University. Tier 1 includes: The Chancellor, Provost, Vice Chancellors and Deans.
EHRA SAAO Tier 2	ES2 <i>(Perm)</i>	EHRA Senior Administrative Academic Officers (SAAO) of NC State University. Tier 2 includes: Associate and Assistant Vice Chancellors, Associate and Assistant Deans.
EHRA Non-Faculty	ENF <i>(Perm)</i>	Positions that are not subject to the State Personnel Act, that are not Faculty or SAAO Tier 1-3, and include those areas of institutional activity such as: Instruction, Organized Research, Agricultural Research, Agricultural Extension Service, Public Service, Academic Support, Student Services, Student Health Service Physicians (without faculty appointments), Institutional Support, Area Health Education Centers and Library.
EHRA County Extension	ECX <i>(Perm)</i>	Representatives of the U.S. Department of Agriculture and charged with carrying out educational work of the department. They are also designated as employees of either NC State University or NC A&T State University with professional status and field faculty rank opportunities. Agents co-funded with counties are appointed upon approval of the Board of County Commissioners and/or County Managers in addition to University administrators. Similar to other state EHRA employees, they are not subject to the State Personnel Act.
County Operation Support Staff (COSS)	CSX <i>(Perm)</i>	County Operation Support Staff (COSS) employees include secretaries, program assistant/associates, technicians, and any other non-agent support staff. They are "exempt" from G.S. 126 in the same sense as County EHRA employees. However, for most situations, the rules that govern their employment follow the same as campus-based SHRA employees. COSS employees are designated as employees of NC State University.
Post Doc	PDC <i>(Perm)</i>	"At-Will" appointments holding the title <u>Postdoctoral</u> : Research Scholar, Teaching Scholar or Fellows which purpose is to gain important training and research experience through their relationship with the University in ways that support and fulfill the research and scholarship missions of the institution. Postdocs receive training, conducted under an apprenticeship model, under the supervision of a tenured, tenure-track or other appropriate faculty member who serves as a mentor. Postdoctoral appointments are viewed as preparatory for full-time careers in research or scholarship, and the responsibilities associated with the appointment involve substantial research and/or scholarship.
CVM House Officers	CHO <i>(Perm)</i>	Veterinary residents (post-MD or post-DVM).

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SHRA	SPA <i>(Perm)</i>	Employees that are subject to the State Personnel Act, excluding law enforcement officer.
Law Enforcement Officers	SLE <i>(Perm)</i>	Sworn Law Enforcement Officers.
Graduate Assistant	GRD <i>NextGen</i>	A graduate student appointed in an academic department or program who directly participates in the teaching, research, extension, and engagement mission of the affiliated unit or organization that contributes directly to the student's thesis or dissertation. A graduate assistant can also be appointed to a position that serves the university outside of an academic department or program's teaching or research mission.
Student Worker	STW <i>(Non-Perm)</i>	Students who are enrolled for the current semester at NC State University meeting the minimum credit hour requirement or constituent UNC system school, and whose student status is their primary role. The work they perform is secondary/incidental to their primary role as a student and can exceed 36 months of continuous employment. Students must be paid at least the legal minimum wage, Social Security and Medicare payroll taxes (FICA) will not be withheld from their paycheck, provided they are meeting the NCSU student credit hour requirements.
Temporary Staff	TMS <i>(Non-Perm)</i>	Temporary (hourly) paid personnel that is not eligible for benefits, (under State of North Carolina requirements), that may be filled for up to 6 months, and may be full-time or part-time for which the primary assignments do not require specialized technical knowledge. Affordable Care Act (ACA) could become optional if the average hours worked each week equals 30 or more. ref: https://www.ncsu.edu/human_resources/benefits/ACA/employer.php
Temporary Professional	TME <i>(Non-Perm)</i>	Temporary (salaried) Professionals in a job that is not eligible for benefits, (under State of North Carolina requirements), that may be full-time or part-time for which the primary assignments require specialized technical knowledge in the field as acquired through apprenticeship, academic training such as a 2-year degree or certificate, or the equivalent.
Unpaid Faculty	UFC <i>(Non-Perm)</i>	Unpaid persons whose primary assignments are for the purpose of conducting instruction, research, and/or public service, who while not paid by NCSU, need to appear in the system for tracking purposes. Examples: ROTC faculty paid directly by the military; clerics paid directly by their religious order
Unpaid Non-Faculty	UNF <i>(Non-Perm)</i>	Unpaid persons whose primary assignments are for purposes other than conducting instruction, research, and/or public service, who while not paid by NCSU, need to appear in the system for tracking purposes. Examples: loaned execs, visitor or consultant who must be known to ERP system for IT access, parking, etc.
Access Only	ZNP <i>(Non-Perm)</i>	Persons requiring a courtesy/visitor access account to specific NC State University facilities and services. An automatic separation action is added for 11 months from the effective date of the no-pay action. If the no-pay action is not extended before the end of the 11 months, the no-pay action will be automatically terminated.