

Temporary Employee Groups

Group	Use this when you want to employ...
Temp SP	A temporary employee not categorized elsewhere in this help document. Temp assignments may be filled for up to 6 months; departments may seek an extension from HR of up to 6 additional months. Per State policy -- except for the specific situations noted in this document -- a temp employee cannot work more than 12 consecutive months. Temp assignments may be full-time or part-time and may be eligible for healthcare benefits if the employee meets ACA eligibility criteria; https://www.ncsu.edu/human_resources/benefits/ACA/ . HR automatically terminates temporary employees after 11 months of employment to help ensure compliance with state policy.
Temp SP – ARRA	A temporary employee -- <i>including a student worker or state retiree</i> -- whose position is partially or fully funded from a federal Stimulus (ARRA) award. ARRA-funded temp assignments can exceed 12 consecutive months. If the individual is also a retiree from any State of NC entity, contact HRIM for assistance. All temporary positions funded by ARRA stimulus awards must also be directly posted with the NC Division of Employment Security.
Temp SP – As Needed	A <i>non-student, non-retiree</i> who works sporadically but on a recurring basis, as needed. Positions may be full-time or part-time for brief periods but the total FTE over a year should not exceed about 25% time (10 hours/per week). Such temp assignments can exceed 12 consecutive months.
Temp SP – Less than Half-Time	A <i>non-student, non-retiree</i> who works 19 or fewer hours per week, (FTE must be 0.475 or less and temp must not work beyond the 19-hour weekly limit). Such temp assignments can exceed 12 consecutive months.
Temp SP – Non-NCSU Student	A student enrolled for the current or upcoming semester in a post-secondary institution other than NCSU . The student status must be their primary role and temp work is secondary/incidental to their primary role as a student elsewhere. Such temp assignments by students not seeking current regular employment can exceed 12 consecutive months with a current Certification Form * on file in the hiring department. <i>NOTES: (1) For enrolled NCSU students, use Student Worker job codes TSW910, TSW912 or TSW 914, rather than this Temp group. (2) For temp work by a non-NCSU student that is directly related to their current academic degree program as part of a paid internship/traineeship experience, use Temp XP – Non-NCSU Trainee (see below) + assign them to job code TN914: Temp Non-NCSU Student Trainee (Frml Credit Prog).</i>
Temp SP - Retiree	A retiree who is currently drawing retirement income benefits from any source (including Social Security). Such retirees not seeking permanent employment can exceed 12 consecutive months with a current Certification Form * on file in the hiring department, assuming they have met any mandatory break-in-service requirement following retirement. <i>Note: For an NCSU retiree returning to a role in which they have worked formerly and are uniquely qualified, use Temp XP Retiree NCSU Same Role (see below).</i>
Temp XP – Police Mutual Aid	<i>For Campus Police Use Only:</i> Off-duty sworn law enforcement officers who work in a continuing part-time capacity. The work is secondary to their primary employment elsewhere. Such temp assignments can exceed 12 consecutive months.
Temp XP – Retiree NCSU Same Role	A NCSU retiree returning to a role they formerly performed and for which they are uniquely qualified. Under State policy, no NC State retiree can return to work until there has been a break in service of at least 6 months following retirement. Retirees not seeking permanent employment can exceed 12 consecutive months with a current Certification Form * on file in the hiring department.
Temp XP – Non-NCSU Trainee	A non-NCSU student enrolled for the current or upcoming semester at a post-secondary institution other than NCSU whose student status is their primary role. Training must be directly related to their current academic degree program. These individuals should be assigned an Employee Class of Temp-Subject to FLSA and job code TN914: Temp Non-NCSU Student Trainee (Frml Credit Prog) . Enrolled students not seeking permanent employment can exceed 12 consecutive months with a current Certification Form * on file in the hiring department.
Temp XP – Three (3) Days or Less	An individual employed in an assignment that will last 3 days or less. See Job Posting and Background Check Requirements .

SP - Subject to Job Vacancy Posting Requirements

XP - Exempt from Job Vacancy Posting Requirements

NOTE: STUDENTS enrolled for the current or upcoming semester **at NCSU** and engaged in paid activities that are incidental to their primary role as students **ARE NOT TEMPORARY EMPLOYEES**...use the appropriate **STUDENT WORKER** TSW-job code instead of the temp groups listed above.

Temporary Employee Certification Form http://www.ncsu.edu/human_resources/forms/employment/temp_terms.pdf