NC STATE UNIVERSITY

# Summer Session Appointment Guide

PS_Version_9.2

# Contents

# Appointment Guidelines for Summer Sessions I, II, or 10wk

This document covers summer session appointments starting during the mid May timeframe and ending no later than mid Aug. It also provides instructions on hiring summer session personnel utilizing the Job Action Request (JAR) process. Summer session payments will depend on the individual's employee classification and the FTE during the summer months. This document covers the following different scenarios:

- Active *full-time* (.75 FTE or greater) EHRA Faculty, Non-Faculty and Post Doc assignments
- Active *part-time* (.74 FTE or less) EHRA Faculty, Non-Faculty and Post Doc assignments
- Active paid graduate assistants
- EHRA Hires without an active paid assignment, including volunteers
- Active paid SHRA assignments
- Temporary Summer Session assignments

Provided below is a synopsis for each of these groups. Following the synopsis are instructions on initiating a transactions in the HR system using the Job Action Request (JAR) process.

## Active full-time EHRA Faculty, Non-Faculty and Post Doc assignments

Individuals who already exist in the HR system with a paid EHRA Faculty, Non-Faculty or Post Doc assignments, (.75 or greater FTE) should utilize the Additional Compensation Application to process summer session payments. 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 dates. The following reference links access the latest EHRA Administrative instructions supporting appointment letters and additional compensation.

- https://ehra.hr.ncsu.edu/ (appointment letter)
- https://ehra.hr.ncsu.edu/ehra-compensation/ (additional compensation instructions)

Per REG 05.20.34 – "Non-Tenure Track Faculty Ranks and Appointments," EHRA non-faculty, post docs and SHRA 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 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 should be made at the completion of a summer session:

- Summer Session I (SSI) work effort begins mid May - late June, (June payment only)
- Summer Session II (SSII) work effort begins late June - early Aug (July payment only)
- Summer Session 10-Week (SS10W) work effort begins mid May – early Aug (Two payments, June & July)

*Academic Calendar Reference Link:* https://studentservices.ncsu.edu/calendars/academic/

***NOTE:*** Active paid EHRA Faculty & Non-Faculty, maintaining a .75 FTE or greater will be eligible to utilize the Additional Compensation online tool to process summer payments.

## Active <u>part-time</u> EHRA Faculty, Non-Faculty and Post Doc assignments

Part-time EHRA individuals below .74 FTE may be hired to teach a summer session assignment. The JAR process should be used to hire non-tenure-track teaching faculty into the additional job. The job code must be entered as **F904** "*Lecturer/Summer School – 9 month assignment*" and it will appear in the HR system with no compensation/salary. 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 (TRC) listed in the table below. 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.

| **Job Code & Description** | **TRC** | **TRC Description** | **Earnings Code** |
|---|---|---|---|
| **Empl_Class: EHRA-Faculty** | | | |
| **F904 Lecturer/Summer School**<br><br>*Summer lecturer jobs should be posted in PeopleAdmin to obtain the Hiring Proposal #'s required for JAR.*<br>*If a NTT lecturer returns on a recurring basis in consecutive academic years in the same academic discipline/dept., utilize one of the following Hiring Proposal #'s in JAR:*<br>• *Session I & 10wk – 20xx0516SS*<br>• *Session II – 20xx0626SS*<br>***Note:*** *xx should reflect the last two digits of the current year* | 651 | Sum 1 Instructor | 650 |
| | 652 | Sum 2 Instructor | 650 |
| | 653 | Sum 10 Wk Instructor | 650 |

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. Reference Link: https://hr.ncsu.edu/wp-content/uploads/2015/10/PostingProcedurestable.pdf

- Use UNC-GA's Translation of Non-Tenure-Track Working Hours to FTE Chart to assign an FTE that corresponds to the number of credit hours being taught.

- 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.

## 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 seek flat rate hire, Student Graduate Teaching Assistant (SSW911) during the appropriate summer sessions. We recommend that departments conduct background checks on all new student hires with teaching responsibilities. Departments should utilize the summer session timeframe: Summer I – mid May thru late June; Summer II – late June thru early August; 10- Week – mid May thru early August. The Student Graduate Teaching Assistant (SSW911) job code should be used if there are only teaching duties assigned to the individual during the summer. The SSW911 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 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.

  - A flat request form (https://hr.ncsu.edu/wp-content/uploads/2015/10/FlatRateReq.pdf) for Student Graduate Teaching Assistant (SSW911) positions should be submitted to the Graduate School for approval. Forms can be scanned and emailed to gradschool-adminsupport@ncsu.edu.
  - If approved, the payment should then be entered into the system. The student must first be hired using JAR (*Main Menu->Human Resources Systems->JAR->JAR Temps, Students, No Pays*) using the SSW911 job code.
    - See instructions below or the JAR manual for instructions on hiring a temp position.
  - Once a JAR action is approved and the student has been appointed to a SSW911 position for the desired summer session, the flat rate payment(s) should then be entered into the student's timesheet for dispursment.

- 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 (for example Graduates Teaching and Research Assistant (A178)). 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 electronically through NextGen Graduate Appointments system.

- Entering a new graduate assistantship appointment or modifying an exiting graduate assistantship appointment can be done through the NextGen Graduate Appointment System – New Hire or Modify. All new appointments, separations and modifications for Graduate Assistantships will be performed through NextGen
  - See NextGen Manual for full instructions. go.ncsu.edu/nextgen

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.

***Reminder:*** *All Graduate Assistantship hires must be processed using NextGen. Flat rate hires must be processed using Job Action Request (JAR) and payments are made on the employee timesheet.*

*Reference the latest Bi-Weekly Payroll Schedule for lockout and pay dates:*
*https://payroll.hr.ncsu.edu/for-payroll-coordinators/*

**JAR & Timesheet Information**

| Empl_Class | Job Code | Timesheet Payment |
|---|---|---|
| Student Worker | SSW911 | Payments can be made on a biweekly basis by directly entering the payment amount on the timesheet utilizing (TRC - F021) |

## EHRA Hires & Volunteers <u>without</u> an active paid assignment

The JAR process should be used to hire individuals teaching summer sessions, who do not have existing paid NCSU appointments. The Job Code must be entered as **F904** "*Summer Lecturer – 9 month assignment*" and it will appear in the HR system with no compensation/salary. Once the transaction has been approved and in job data the dept. administrator will enter and submit the summer payment amount directly on the employee timesheet using the appropriate summer session Time Reporting Code (TRC) listed in the table below. Payments should be during the June or July Summer Session timeframe, preferably near the end of the session.

***NOTE:*** Individuals <u>volunteering</u> their services in an unpaid capacity and mentoring minors utilize the "N" job code listed in the table below. A background check is required.

| Job Code & Description | TRC | TRC Description | Earnings Code |
|---|---|---|---|
| **Empl_Class: EHRA-Faculty** | | | |
| **F904 Lecturer/Summer School**<br><br>*Summer lecturer jobs should be posted in PeopleAdmin to obtain the Hiring Proposal #'s required for JAR.*<br>*If a NTT lecturer returns on a recurring basis in consecutive academic years in the same academic discipline/dept., utilize one of the following Hiring Proposal #'s in JAR:*<br>• *Session I & 10wk – 20xx0516SS*<br>• *Session II – 20xx0626SS* | 651 | Sum 1 Instructor | 650 |
| | 652 | Sum 2 Instructor | 650 |
| | 653 | Sum 10 Wk Instructor | 650 |
| **N970 Mentor Volunteer/Student Program**<br><br>*Individuals volunteering their services in an unpaid capacity but mentoring minors will require a background check. Utilize one of the following Hiring Proposal #'s in JAR:*<br>• *Session I & 10wk – 20xx0516SS*<br>• *Session II – 20xx0626SS* | N/A | N/A | N/A |

Summer teaching jobs should be posted with the exception that some departments may hire an individual on a recurring basis in consecutive academic years (AY) in the same academic discipline/department in which case the job does not need to be posted. Reference the "*Job Code & Description*" table above regarding a hiring proposal #. ***(Note: xx should reflect the last two digits of the current year)***

- 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 that corresponds to the number of credit hours being taught.
- **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.

## Active Paid SHRA Appointments

Departments utilizing SHRA employee's **"Exempt"** from FLSA must fill out the "SHRA Supplemental Pay Request" form and send it to their HRIM representative with the appropriate signatures from both home and borrowing depts. The form will be reviewed and returned if approved by Central HR. These additional duties must not interfere with the individuals normal work assignment. The approved payment amount for summer session duties should be paid directly on the employee's HR system timesheet using earnings code TRC-100.
***Note***: *Departments utilizing SHRA employees subject to FLSA (**Non-Exempt**) must inform the individual to track the hours spent on the additional summer session project on their standard monthly timesheet or time tracking system, according to FLSA regulations. The hours spent on the summer project must be paid based on the outcome of the specific pay period week, (overtime, extra-time and/or holiday), and processed directly on the employee timesheet in the HR system using the appropriate project ID.*

## Temporary Summer Session Assignments

Unique job codes have been created to reflect Summer Session temp hourly employment for NCSU students and Non-NCSU students from another university. During the summer timeframe, (mid May – early Aug), students can typically work more hours than during the academic semesters (8/16 – 5/15). However, the (NCSU) student may not be registered for summer courses which means the system warns the initiator the person does not currently meet the minimum credit hours to be classified as a student worker. If the hiring dept confirms the student will be registering for the upcoming fall semester, utilize the TSW job code below and the dept will have to work through the warning messages in JAR. If the summer student hire is new or from another university registering for the upcoming fall semester utilize the TNS job code and the appropriate posting# below. Please review the table below and match the temp assignment to the appropriate job code. All other temp hires during the summer should follow the standard job posting requirements and the standard (TN) job code for temp hourly employment. Reference link to TN job codes: https://www.ncsu.edu/human_resources/hrim/pdf/tempjobcodes.pdf

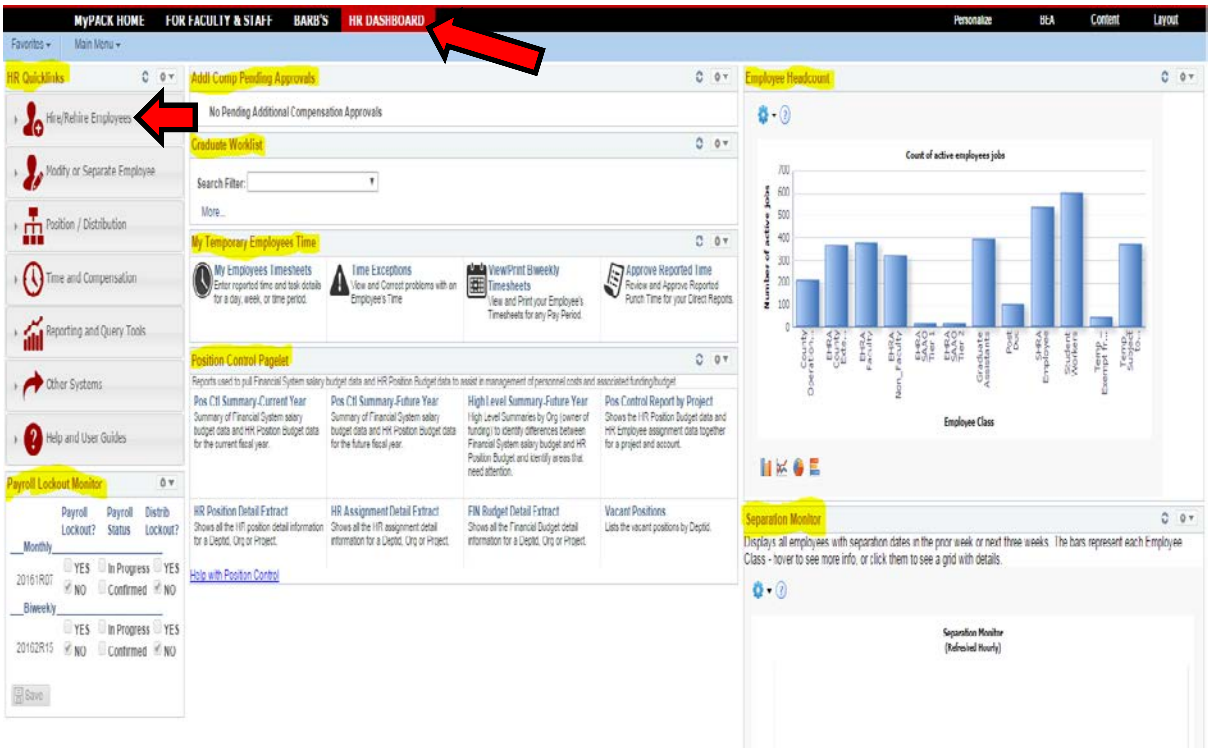
All temp hourly and student worker personnel should utilize the KABA time collection system to capture and document hours worked each pay week.

| **Job Code** | **Description** | **Temp Time Reporting Codes (TRC)** |
|---|---|---|
| TSW930 | Summer Student Worker (NCSU) | KABA should 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 TRC. If the employee works over 40 hours per or on a designated NCSU holiday the system will automatically calculate the appropriate overtime and/or holiday pay. |
| | | |
| TNS220 | Summer Student (Non-NCSU) | |
| **Summer Session Posting# Assignment**<br>***Note***: *xx should reflect the last two digits of the current year* | | |
| Summer Session I & 10wk – *20xx0516SS* | | |
| Summer Session II – *20xx0626SS* | | |

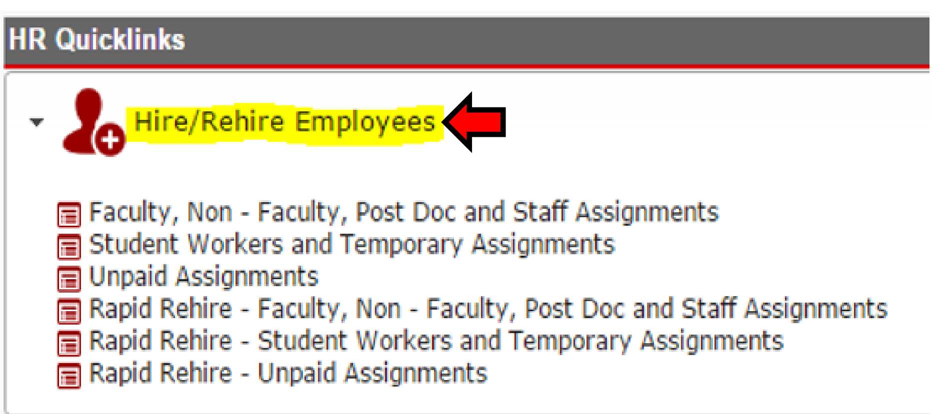
*Additionally, because of the restrictions placed on the number of hours that F-1 and J-1 student visa holders can work while attending classes during the summer session, please enter the standard hours these individuals are working during summer session. Please remember all foreign nationals should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

## The HR DASHBOARD Panel

All Job Action Request (JAR) transactions should be initiated from the HR DASHBOARD highlighted below. NC State graduate assistantship hires should be processed using NextGen (go.ncsu.edu/nextgen), also available on the dashboard. Simply click on HR DASHBOARD link to open and view the HR Quicklink options:



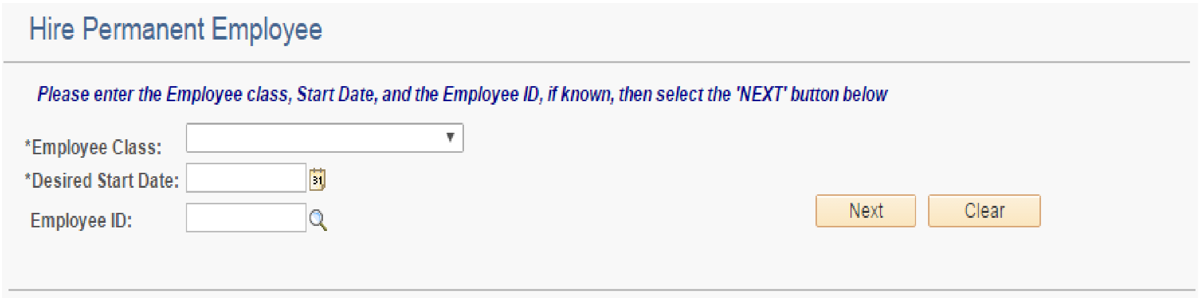

To process a JAR (hire or rehire) click on the "Hire/Rehire Employees" HR Quicklink in the upper section (above) then select the category (below) that best describes the transaction.




***Remember:*** *All Graduate Assistantship hires must be processed using the Nextgen Graduate Appointment system (go.ncsu.edu/nextgen).*

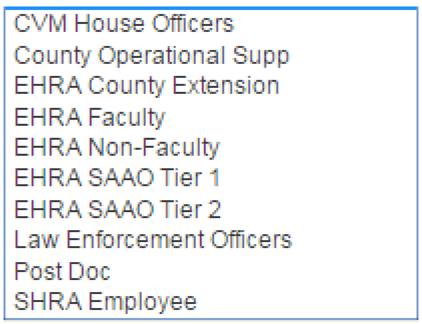
# Job Action Request (JAR) Process

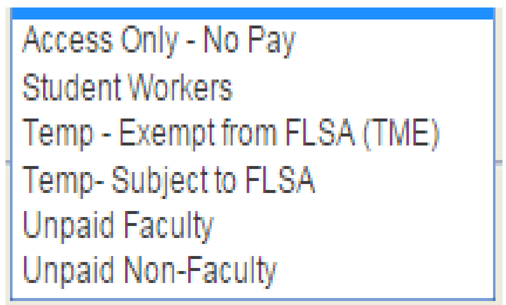
Once the Hire/Rehire category has been selected the JAR transaction page will open as illustrated below.



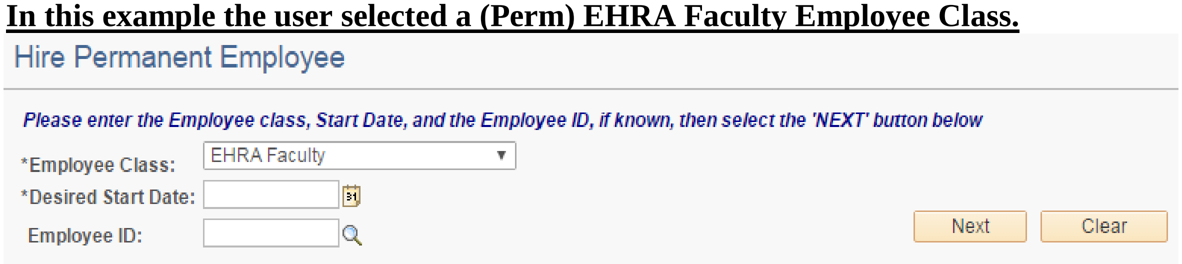

All hire transactions require certain fields (*) be completed before the user can advance to the *"Next"* page. The following information reflects the different "Perm & Non-Perm" employee classes:

<u>**Perm Empl_Class**</u> <u>**Non-Perm Empl_Class**</u>




<u>**In this example the user selected a (Perm) EHRA Faculty Employee Class.**</u>

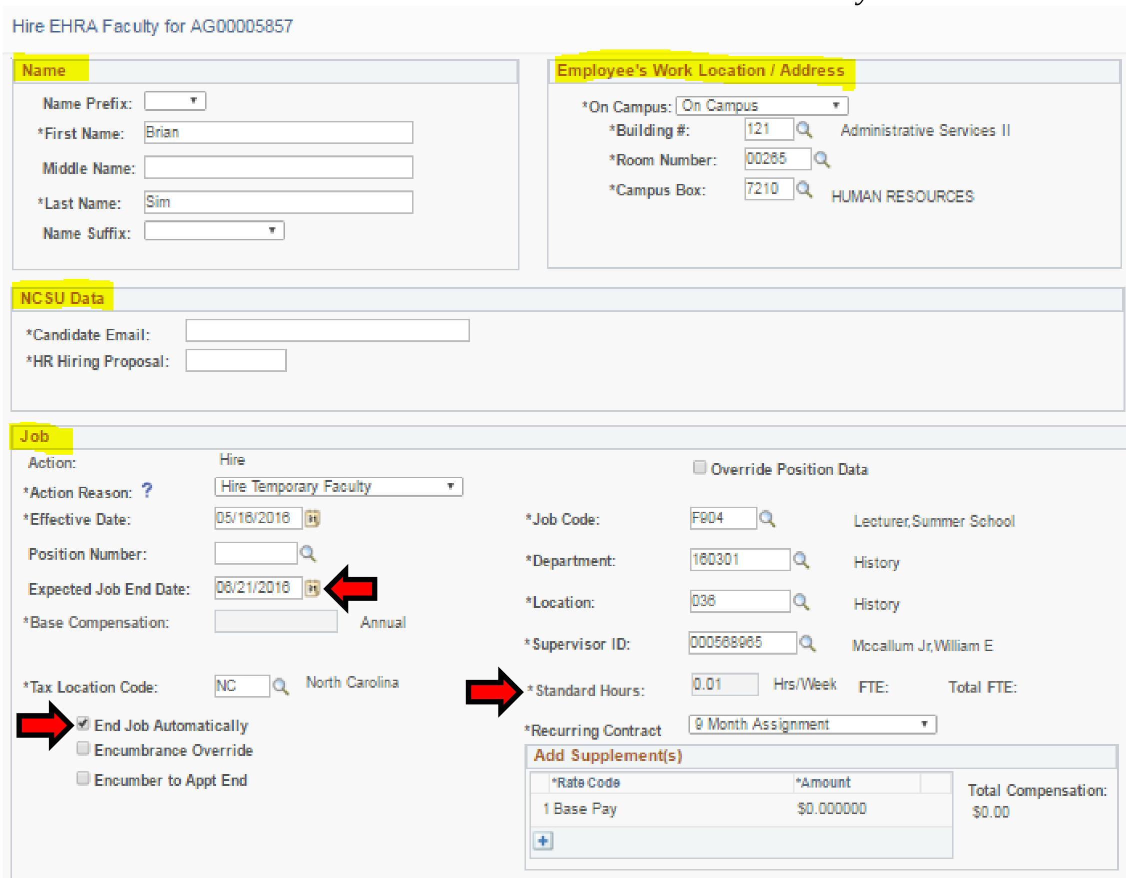



- **Employment Class** - *EHRA Faculty*
- **Desired Start Date** - Select a date that corresponds to Summer Session I, II, or 10wk start dates. (*Note: mid May – mid Aug otherwise it will not be accepted)*
- **Employee ID** - Enter the individual's Empl ID if they have been assigned one, otherwise leave this field blank.
  (*Note: All NCSU student hires should have an existing Student/Employee ID)*
- Click **"NEXT"** to continue

***The following information reflects the "Initiate Job Request" page that has to be completed at the dept. or division level.***

## Initiate Job Request Page (Part_Time EHRA)

All JAR hire transactions will require the user to complete and submit the “Initiate Job Request” page for approval. Each section (highlighted below) of the page will have required fields indicated by an asterisk (*) and the system will indicate any data that is missing when the transaction is submitted for approval. The data collected with each employee classification is similar but some sections and fields will be unique based on the employee classification. The following screen shot reflects the information entered for a summer session *EHRA Faculty* hire.



Hire EHRA Faculty for AG00005857

Name
Name Prefix:
*First Name: Brian
Middle Name:
*Last Name: Sim
Name Suffix:

Employee's Work Location / Address
*On Campus: On Campus
*Building #: 121 Administrative Services II
*Room Number: 00265
*Campus Box: 7210 HUMAN RESOURCES

NCSU Data
*Candidate Email:
*HR Hiring Proposal:

Job
Action: Hire
*Action Reason: Hire Temporary Faculty
*Effective Date: 05/16/2016
Position Number:
Expected Job End Date: 06/21/2016
*Base Compensation: Annual
*Tax Location Code: NC North Carolina
End Job Automatically
Encumbrance Override
Encumber to Appt End
Override Position Data
*Job Code: F904 Lecturer,Summer School
*Department: 160301 History
*Location: 036 History
*Supervisor ID: 000568965 Mccallum Jr,William E
*Standard Hours: 0.01 Hrs/Week FTE: Total FTE:
*Recurring Contract 9 Month Assignment

Add Supplement(s)

| | *Rate Code | *Amount |
|---|---|---|
| 1 | Base Pay | $0.000000 |

Total Compensation: $0.00

This document focuses on the unique job codes for a summer session hire:

- **Name –** required data, First & Last name
- **Employee’s Work Location –** required data, use the search icons for assistance
- **NCSU Data**
  - A valid “**Candidate Email**” must be provided in order for the individual to receive the electronic background check form to complete & submit back to NCSU
  - **HR Hiring Proposal#** *20xx0516SS (Session I & 10wk), 20xx0626SS (Session II)*
- **Job -** Summer session hires should reflect summer start dates and job codes
  - **Effective Start Date** should reflect summer session I, II or 10wk.
  - **Base Compensation** for F904 is blank by default. The timesheet admin. will enter the payment on the persons timesheet using the appropriate summer earnings code.
  - **End the summer session job** automatically by entering the *“Expected End Date”* and checking the *“End Job Automatically”* box.
  - **Standard Hours** enter the hours worked each week based on the Non Tenure Track Working Hours to FTE Chart. (Reference_Link: [https://ehra.hr.ncsu.edu/wp-content/uploads/sites/4/2016/01/TranslationFTE.pdf](https://ehra.hr.ncsu.edu/wp-content/uploads/sites/4/2016/01/TranslationFTE.pdf) )

The following sections highlighted in *(red)* only applies to EHRA hire transactions.

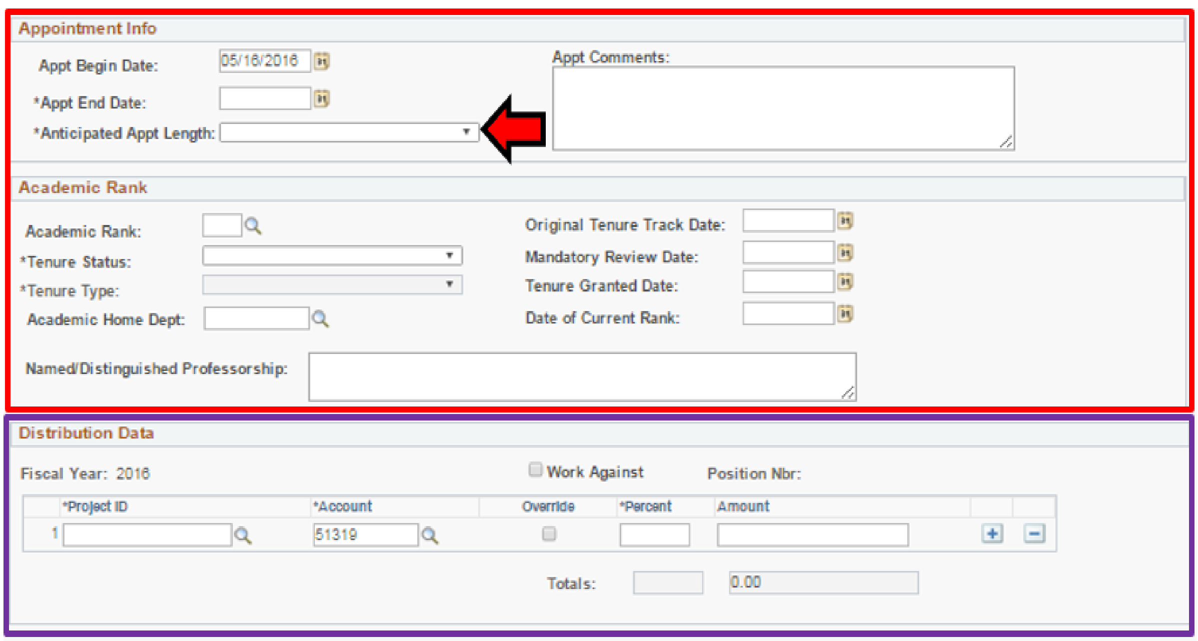
**Appointment Info**

- **Appt. Begin & End dates** - should match the summer session dates
- **Anticipated Appt Length** – summer lecturers are typically *"<9 mth-renewal not anticipated"* but if that does not apply reference the "Anticipated Appt Length" help_doc.
- **Appt Comments** - add if applicable

**Academic Rank**

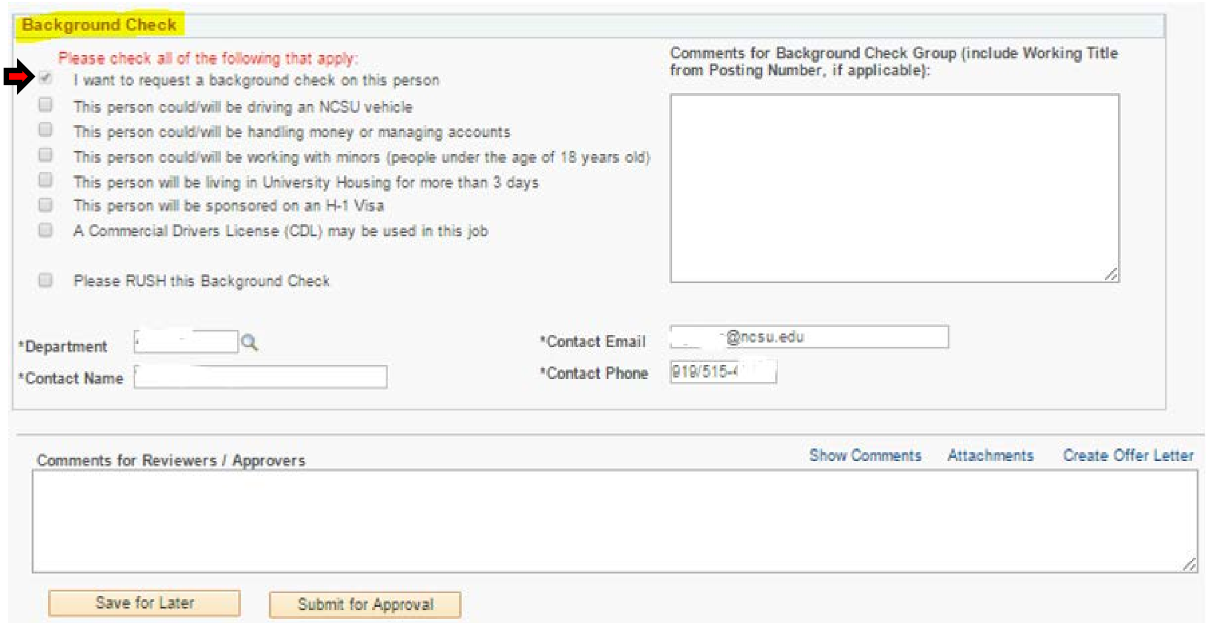
- **Academic Rank** – 051 Lecturer
- **Tenure Status** – *"Non-Tenure (NTT) Faculty"*
- **Academic Home Dept –** select from the drop down listing
- **Date of Current Rank –** same as effective date of summer job

Distribution Data highlighted in *(purple)* should reflect the default Project/Account information the person will be paid from during the summer.




Background Checks (BGC) are incorporated into the JAR transaction process. The bottom portion of the transaction page allows the user to select the items they would like included in the background check. By default candidate hires *(with the exception of student workers and access only (Z547) no pays)* will require a background check as indicated below. Reference BGC_FAQs: https://hrim.hr.ncsu.edu/9-2-upgrade-material/

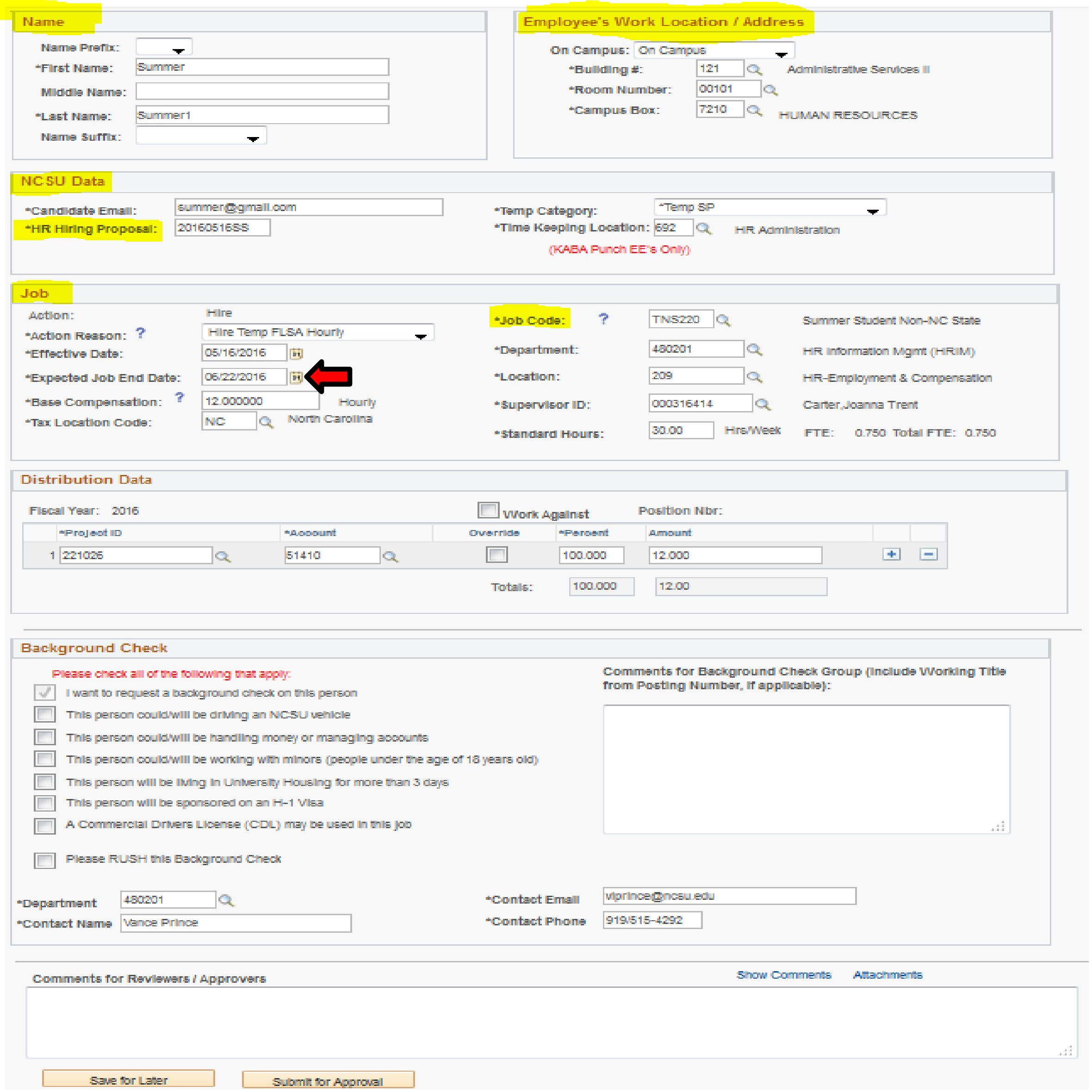
***Note:*** *Background Checks can be requested on student workers or access only-no pays if their job attributes require the individual to drive a campus vehicle, handle money or consult with minors.*




Once the background check items have been selected the user can click the *"Submit for Approval"* button to complete the first stage of the approval process.

## Initiate Job Request Page (Temporary Employee)

The hire transaction for summer session temporary employment will be similar to a standard temp hire with a few exceptions. The HR Hiring Proposal # and the summer session job codes are unique. Reference the Summer Session Temporary Employment table previously covered in this document for the HR Hiring Proposal # and the summer session job code.



Name
Name Prefix:
*First Name: Summer
Middle Name:
*Last Name: Summer1
Name Suffix:

Employee's Work Location / Address
On Campus: On Campus
*Building #: 121 Administrative Services II
*Room Number: 00101
*Campus Box: 7210 HUMAN RESOURCES

NCSU Data
*Candidate Email: summer@gmail.com
*HR Hiring Proposal: 20160516SS
*Temp Category: *Temp SP
*Time Keeping Location: 692 HR Administration
(KABA Punch EE's Only)

Job
Action: Hire
*Action Reason: ? Hire Temp FLSA Hourly
*Effective Date: 05/16/2016
*Expected Job End Date: 06/22/2016
*Base Compensation: ? 12.000000 Hourly
*Tax Location Code: NC North Carolina
*Job Code: ? TNS220 Summer Student Non-NC State
*Department: 480201 HR Information Mgmt (HRIM)
*Location: 209 HR-Employment & Compensation
*Supervisor ID: 000316414 Carter,Joanna Trent
*Standard Hours: 30.00 Hrs/Week FTE: 0.750 Total FTE: 0.750

Distribution Data
Fiscal Year: 2016 Work Against Position Nbr:

| | *Project ID | *Account | Override | *Percent | Amount |
|---|---|---|---|---|---|
| 1 | 221026 | 51410 | | 100.000 | 12.000 |
| | | | Totals: | 100.000 | 12.00 |

Background Check
Please check all of the following that apply:
I want to request a background check on this person
This person could/will be driving an NCSU vehicle
This person could/will be handling money or managing accounts
This person could/will be working with minors (people under the age of 18 years old)
This person will be living in University Housing for more than 3 days
This person will be sponsored on an H-1 Visa
A Commercial Drivers License (CDL) may be used in this job
Please RUSH this Background Check
Comments for Background Check Group (Include Working Title from Posting Number, if applicable):
*Department 480201
*Contact Name Vance Prince
*Contact Email vlprince@ncsu.edu
*Contact Phone 919/515-4292

Comments for Reviewers / Approvers
Show Comments Attachments
Save for Later
Submit for Approval

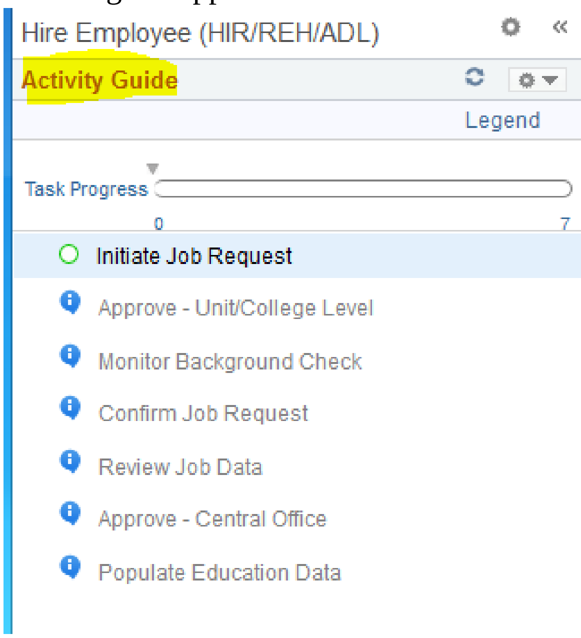
The "Expected Job End Date" will typically default to 11 months from the effective start date. However, student hires for the summer should have an expected end date that coincide with the end of the summer session work. To make the adjustment update the highlighted red arrow field with the appropriate end date.

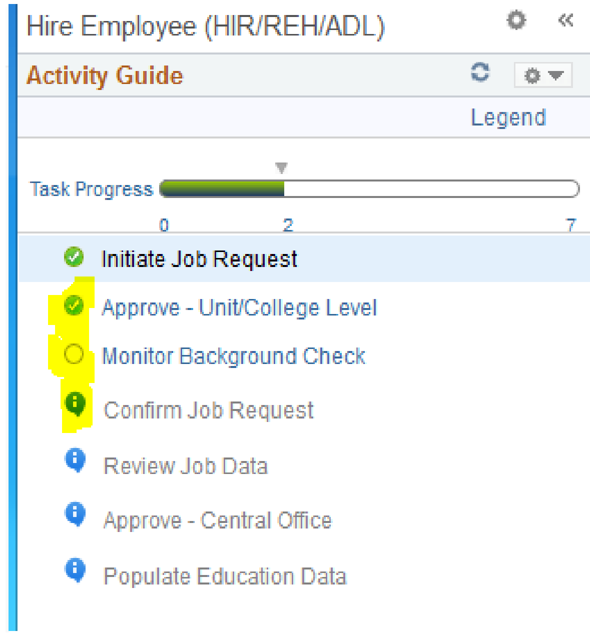
***<u>Note:</u>*** *NCSU students applying for fall semester jobs should be rehired with the appropriate student worker (TSW910 or TSW912) academic job code.*

The Background Check (BGC) portion at the bottom of the transaction page allows the user to select the items they would like included in the BGC. The user can click the *"Submit for Approval"* button to advance to the next stage of approval.

## Activity Guide & Task Progression

JAR transactions will have an "Activity Guide" that reflects the latest task progression through each stage of approval.




***NOTE**:*

*The blank circle icon means the task is in progress or currently being reviewed*

*The green circle icon means the task has been completed*

*The blue circle icon means the task is in progress or currently being reviewed*

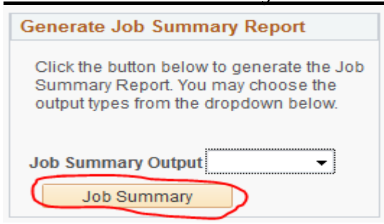
*There is also a task progression bar at the top on the Activity Guide*

## Attaching Supporting Documents

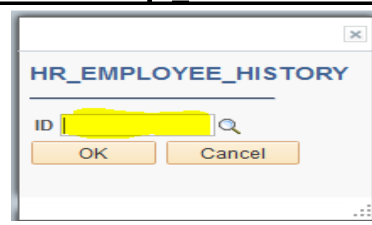
At the bottom of each "Initiate Job Request" page there is a link for *(Attachments)* the user can click on and attach supporting hire documents.


F904 summer lecturers returning on a recurring basis, (summer to summer), should have a job summary report uploaded as part of the offer letter. Navigation to retrieve summary report: *Main Menu->HR Systems->Workforce Admin->Job Information->Job Summary Report*

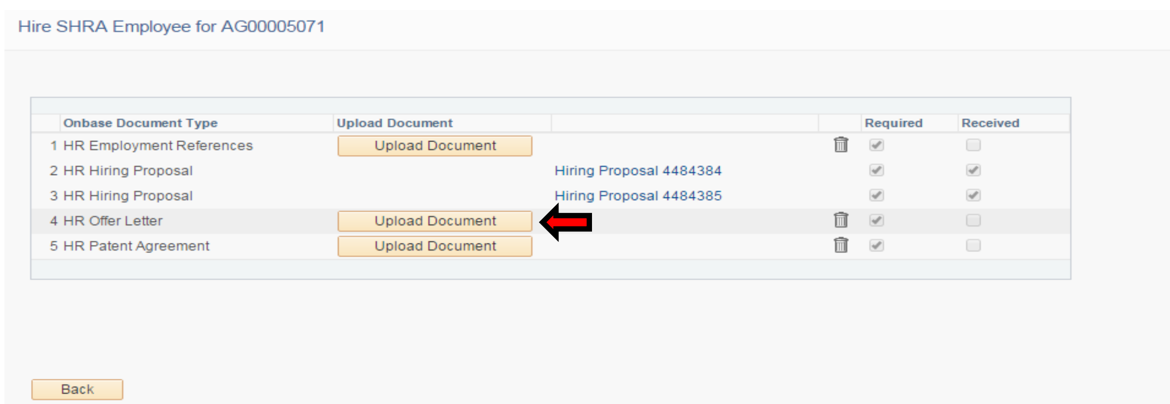
**Click Job Summary button**




**Enter Empl_ID & click OK**




Once the attachment page opens the user can upload documents by clicking on the appropriate *"Upload Document"* button.




***NOTE:***
*Transaction approval/completion cannot be achieved for EHRA & SHRA employees unless the supporting documentation has been uploaded.*

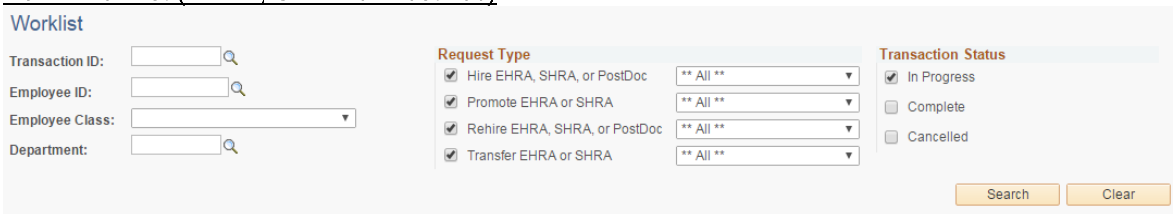
*The "**Upload Document**" button allows the hiring dept. to upload supporting documents for HRIM transaction approval. Supporting documents can be attached at anytime during the transaction progression.*

*If the hiring dept. uploads any incorrect supporting documents they can be trashed and reloaded by clicking on the trash can icon.*

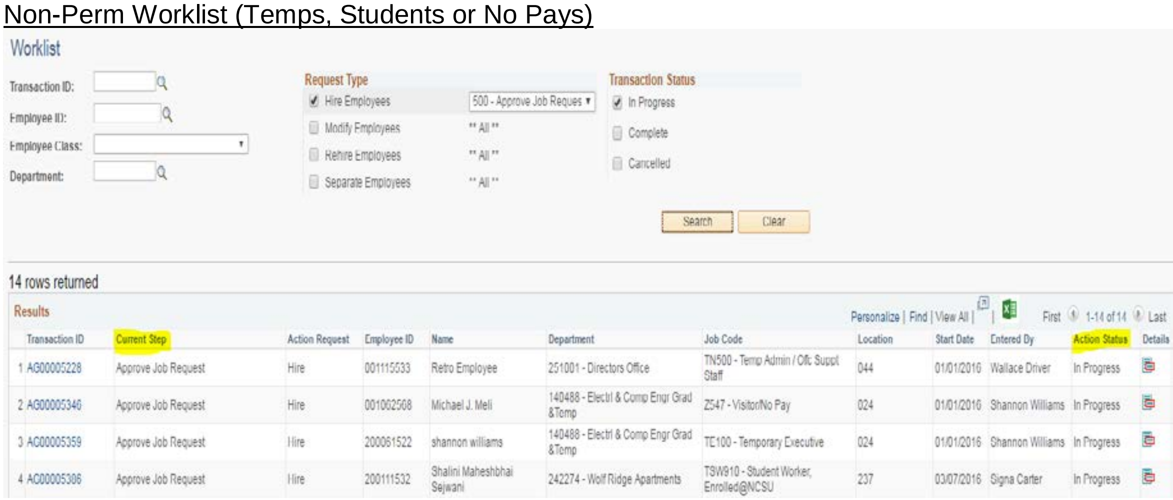
# Worklist Page

The worklist page allows users to search for a specific transaction ID or review all transactions in the worklist.

<u>Perm Worklist (EHRA, SHRA or PostDoc)</u>




<u>Non-Perm Worklist (Temps, Students or No Pays)</u>




***NOTE*:**

*Two separate "**Worklist**" pages exist (Perm & Non-Perm). The worklist is essential in determining overall transaction status.*

*Users can simply click the "Search" button using the transaction default setting, (top ex).*
*OR*
*Users can select specific search criteria to narrow down the results (bottom ex), then click the search button.*

*The results will have column names that can be sorted by clicking on the header name.*
***<u>Current Step</u>**: (highlighted above) reflects where the transaction is currently at in the transaction progression.*
***<u>Action Status</u>**: (highlighted above) reflects if the transaction is "In Progress, Complete or Cancelled".*

*A transaction can be cancelled when the "Trash Can" icon is displayed (not in this ex). However, if the trash can is not available on the worklist, the transaction can no longer be cancelled without being pushed back to the initiator from College or Central HR.*

*To **OPEN** a transaction from the worklist, click on the "Transaction ID#" in the first column.*

If you have any questions regarding a summer session hire contact your HRIM Rep: [https://hrim.hr.ncsu.edu/hrim-specialists/](https://hrim.hr.ncsu.edu/hrim-specialists/)