Summer Session Appointment Guide
Contents

Appointment Guidelines for Summer Sessions I, II, or 10wk ................................................................. 3
Active full-time EHRA Faculty, Non-Faculty and Post Doc assignments .................................................. 3
Active part-time EHRA Faculty, Non-Faculty and Post Doc assignments .............................................. 4
Graduate Assistantships ............................................................................................................................. 5
    Step-by-Step Instructions for Entering Graduate Assistantships .......................................................... 6
EHRA Hires & Volunteers without an active paid assignment ................................................................. 10
Active Paid SHRA Appointments ........................................................................................................... 11
Temporary Summer Session Assignments ............................................................................................... 11
HR System Homepage .............................................................................................................................. 12
Job Action Request (JAR) Process ........................................................................................................... 13
    Initiate Job Request Page (Part_Time EHRA) ..................................................................................... 14
    Initiate Job Request Page (Temporary Employee) ............................................................................... 17
Activity Guide & Task Progression .......................................................................................................... 18
Attaching Supporting Documents .......................................................................................................... 19
Worklist Page ........................................................................................................................................... 20
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/](https://ehra.hr.ncsu.edu/) (appointment letter)
- [https://ehra.hr.ncsu.edu/ehra-compensation/](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/](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 part-time 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.

<table>
<thead>
<tr>
<th>Job Code &amp; Description</th>
<th>TRC</th>
<th>TRC Description</th>
<th>Earnings Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>F904 Lecturer/Summer School</td>
<td>651</td>
<td>Sum 1 Instructor</td>
<td>650</td>
</tr>
<tr>
<td></td>
<td>652</td>
<td>Sum 2 Instructor</td>
<td>650</td>
</tr>
<tr>
<td></td>
<td>653</td>
<td>Sum 10 Wk Instructor</td>
<td>650</td>
</tr>
</tbody>
</table>

*Empl_Class: EHRA-Faculty*

Summer lecturer jobs should be posted in PeopleAdmin to obtain the Hiring Proposal #'s required for JAR. 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:

- Session I & 10wk – 20xx0516SS
- Session II – 20xx0625SS

Note: xx should reflect the last two digits of the current year

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](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](https://hr.ncsu.edu/wp-content/uploads/2015/10/TranslationofNonTenureTrackWorkingHours.pdf) 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

New Teaching Assistantship

- 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 rehire 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. Departments should use the Graduate Teaching & Research Assistant (A178) job code if there will be research and teaching duties expected of the student. All students participating in the RA-TA Health Insurance Plan for the Spring semester will retain their RA-TA Health Insurance coverage through 7/31, regardless of which job code is used for summer employment. Students who were not on the RA/TA plan in the spring will need to work with the GSSP office to establish summer insurance eligibility. For more information about GSSP, visit: go.ncsu.edu/GSSP.

Adding Teaching to an existing Research Assistantship

- 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. As a reminder, graduate students are limited to no more than 29 (.725 FTE) hours of work per week.

NOTE: The use of the Graduate Teaching Assistant job code (A138) is never allowed during the summer sessions. Under the 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 all paying budgets. The Dean or VC of the college that is requesting the assistantship that will place the student over the 0.725 FTE (29 hours) thresholds will be responsible for signing the Work Hour Exception Form. This form is incorporated into NextGen under “Dean Approval Role.” To view an ACA vs RA-TA health insurance break down, visit: https://docs.google.com/presentation/d/1UD8_J7c89ryev_fRECKGwKQk_gFXf9rxmlTatSVnm11k/edit?usp=sharing.

(See below for step-by-step instruction for entering these appointments into the HR System)
Step-by-Step Instructions for Entering Graduate Assistantships:

All new appointments, separations and modifications for Graduate Assistantships will be performed through NextGen. See NextGen Manual for full instructions. go.ncsu.edu/nextgen

New Graduate Appointment

Entering a new graduate appointment for a Graduate Services Assistant (A198) or Graduate Teaching & Research Assistant (A178) can be done through the NextGen Graduate Appointment System.

In MyPack Portal, select the icon from the top right hand corner. This should open up your Navigator from the drop down. From Navigator select Human Resources Systems > NextGen Graduate System > New Grad Appointment

Modifying a Graduate Appointment

Modifying a current Graduate Assistantship appointment to a Graduate Teaching & Research Assistant (A178) or Graduate Services Assistant (A198) can be done through the NextGen Graduate Appointment System.

In MyPack Portal, select the icon from the top right hand corner. This should open up your Navigator from the drop down. From Navigator select Human Resources Systems > NextGen Graduate System > Modify Graduate

A. Hiring a Graduate Assistant

To process a new hire, rehire or additional job action for a graduate assistant, an Initiator must log into MyPack Portal and go to the following path: Human Resources Systems > NextGen Graduate System > New Grad Appointment

Search Page

- Desired Start Date: You must enter a desired start date prior to entering search criteria.
- Once you have entered a desired start date, you may search for the student several different ways, including: first name, last name, academic program, student/employee ID (the 9-digit numerical number assigned to all students/employees on campus) and/or unity ID (the character-login assigned to each student/employee).
- Having found the student you would like to hire, click the check box under “Select” in your Search Results activate the start hire button.
Initiator Page

The first page (which opens in a new tab) will allow the initiator to enter as much information as they know about the appointment, such as the job title, appointment dates and salary. (Please make sure pop-up blocker is turned off.)

- **Job Title**: Select the appropriate title from a drop-down menu.
- **Start Date & End Date**: Enter the date the appointment should begin and the date the appointment should end. Summer I – May 16 thru June 30; Summer II – July 1 thru August 15; 10- Week – May 16 thru August 15.
- **Department**: The initiator's home department will automatically populate in the Department field. Please change this department to the appropriate department OUC.
- **Hours/Week & Full-Time Equivalent (FTE)**: For the "Hours/Week" field, enter the number of hours a student should work per week for this appointment. The FTE or "full-time equivalent" will automatically calculate based on the "Hours/Week" field. If the Total FTE is greater than or equal to 30 hours per week, or 0.75FTE, then the transaction will automatically route to the Dean or Vice Chancellor (or their designee) as an exception request.
- **Supervisor ID**: The "Supervisor ID" automatically populates with the initiator's employee ID. If you are a staff member initiating a transaction on behalf of a graduate faculty member, then you will need to replace this ID with the graduate faculty member's ID number as this field determines who the Terms and Conditions contract will route to for electronic signature as the supervisor.
- **Distribution Data**: You may enter the Project ID or a character description of the project into the "Project Description" field (this can be updated later on). The "Funding Type" denotes whether the project is a "Grant" or "Non-Grant" funding source.
- **Terms and Conditions Comments**: This field allows the initiator to enter any other terms or conditions of the appointment that is not captured in the auto-generated Terms and Conditions contract.
- **Comments for Approvers**: This box is for any comments that the initiator would like to send to the Department HR Representative and Department Funding Representative. Comments cannot be edited or deleted and are required for pushbacks.
- **Submit** or **Save** your action for later.

Department HR Representative

- **Education Page**: Education information already entered into the Human Resources System will be visible but grayed out for editing. Education that pulls from the Student Information System will populate all fields, excluding the "Major Code" field. The major code is coded differently across systems and will have to be manually entered.
- **Job Details Page**: If everything is filled out be the initiator, the Department HR representative will only need to enter work location data and review job details before approving, pushing back, or saving for later.
Department Funding Representative:

This approver will be asked to enter and verify any funding information for the hire before approving, pushing back, or saving for later.

**Once approved by all department levels**, all other approvers will only have the option to view the action, but not edit. Only the department can edit and changes can only be made by pushing an action back to the department level. Please see the below approvers.

For more information or more detailed instructions on using NextGen, please visit the manual at, go.ncsu.edu/nextgen.

**B. Modifying a Graduate Assistant**

To process a new hire, rehire or additional job action for a graduate assistant, an Initiator must log into MyPack Portal and go to the following path: Human Resources Systems > NextGen Graduate System > Modify Graduate

**Search Page**

- Desired Start Date: You must enter a desired effective date prior to entering search criteria.
- Once you have entered a desired effective date, you may search for the student several different ways, including: first name, last name, academic program, student/employee ID (the 9-digit numerical number assigned to all students/employees on campus) and/or unity ID (the character-login assigned to each student/employee).
- Having found the student you would like to modify, click the check box under “Select” in your Search Results to bring up active jobs.
- After finding the jobs you wish to modify, click the check box under “Select” in your Search Results activate the modify graduate button.
Initiator Page

The first page (which opens in a new tab) will allow the initiator to change everything about the appointment, except for distribution. (Please make sure pop-up blocker is turned off.) NOTE: If a new T&C is required, one will be created and routed through NextGen.

*Distribution can only be modified using Distribution Set Up. NextGen – Modify does not support distributions changes.*

Department HR Representative

- **Modification Review Page:** The Department HR representative will only need to review job details before approving, pushing back, or saving for later.

Department Funding Representative:

This approver will be asked to review or make comments about distribution, but not make changes. If distribution changes are needed, they should be made in distribution set up, after the modification is approved.

*Distribution can only be modified using Distribution Set Up. NextGen – Modify does not support distributions changes.*

**Once approved by all department levels,** all other approvers will only have the option to view the action, but not edit. Only the department can edit and changes can only be made by pushing an action back to the department level. Please see the below approvers.

For more information or more detailed instructions on using NextGen, please visit the manual at, go.ncsu.edu/nextgen.

**NOTE:** Contact Siarra Jones sydickey@ncsu.edu regarding any questions on hiring summer session graduate assistantships.
**EHRA Hires & Volunteers without 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 volunteering their services in an unpaid capacity and mentoring minors utilize the “N” job code listed in the table below. A background check is required.

<table>
<thead>
<tr>
<th>Job Code &amp; Description</th>
<th>TRC</th>
<th>TRC Description</th>
<th>Earnings Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Empl_Class: EHRA-Faculty</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F904 Lecturer/Summer School</strong></td>
<td>651</td>
<td>Sum 1 Instructor</td>
<td>650</td>
</tr>
<tr>
<td><strong>Summer lecturer jobs should be posted in PeopleAdmin to obtain the Hiring Proposal #’s required for JAR.</strong></td>
<td>652</td>
<td>Sum 2 Instructor</td>
<td>650</td>
</tr>
<tr>
<td>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:</td>
<td>653</td>
<td>Sum 10 Wk Instructor</td>
<td>650</td>
</tr>
<tr>
<td>• Session I &amp; 10wk – 20xx0516SS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Session II – 20xx0626SS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>N970 Mentor Volunteer/Student Program</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>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:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Session I &amp; 10wk – 20xx0516SS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Session II – 20xx0625SS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 through the WolfTime system, according to FLSA regulations. The hours recorded for summer session work will transition into comp time if the employee exceeds their standard workweek target and their direct supervisor approves the hours worked. Once the comp hours become available the employee can utilize them as leave or the hours can be paid out as “Comp On Demand” by the college/division leave coordinator. Comp On Demand is paid from the default distribution accounts so a reallocation of funds may be required after the payment has been processed.

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), NCSU students meeting the minimum course credit hours can work up to 29 hours per/week. If the NCSU student will exceed 29 hours per/week the Work Hour Exception Form for ACA should be completed, signed, and sent to HR Benefits. 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://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/tempjobcodes.pdf](https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/tempjobcodes.pdf)

All temp hourly and student worker personnel should utilize the WolfTime system to capture and document hours worked each workweek.

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
<th>Temp Time Reporting Codes (TRC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSW930</td>
<td>Summer Student Worker (NCSU)</td>
<td>WolfTime 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.</td>
</tr>
<tr>
<td>TNS220</td>
<td>Summer Student (Non-NCSU)</td>
<td></td>
</tr>
<tr>
<td>Summer Session Posting# Assignment</td>
<td><strong>Note:</strong> xx should reflect the last two digits of the current year</td>
<td></td>
</tr>
<tr>
<td>Summer Session I &amp; 10wk – 20xx0516SS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Session II – 20xx0625SS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

**HR System Homepage**

All Job Action Request (JAR) transactions can be initiated from the *HR DASHBOARD* tile or the *HR QUICKLINKS* tile below.

The HR Quicklink & Dashboard page supports a “Hire/Rehire Employees” drop list to process JAR transactions. Below is an example untilizing the HR Quicklinks tile highlighted above.

To process a JAR (hire or rehire) click on the best option from the drop down list that indicates the type of employee being hired.
Job Action Request (JAR) Process

The category page (below) allows the user to select the employee class associated with the JAR transaction. All hire transactions require certain fields (*) be completed before the user can advance. Once the fields have been updated click “Next” to initiate a JAR transaction.

<table>
<thead>
<tr>
<th>Perm Empl Class</th>
<th>Non-Perm Empl Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVM House Officers</td>
<td>Access Only - No Pay</td>
</tr>
<tr>
<td>County Operational Supp</td>
<td>Student Workers</td>
</tr>
<tr>
<td>EHRA County Extension</td>
<td>Temp - Exempt from FLSA (TME)</td>
</tr>
<tr>
<td>EHRA Faculty</td>
<td>Temp - Subject to FLSA</td>
</tr>
<tr>
<td>EHRA Non-Faculty</td>
<td>Unpaid Faculty</td>
</tr>
<tr>
<td>EHRA SAAO Tier 1</td>
<td>Unpaid Non-Faculty</td>
</tr>
<tr>
<td>EHRA SAAO Tier 2</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement Officers</td>
<td></td>
</tr>
<tr>
<td>Post Doc</td>
<td></td>
</tr>
<tr>
<td>SHRA Employee</td>
<td></td>
</tr>
</tbody>
</table>

In this example the user selected a (Perm) EHRA Faculty Employee Class.

- **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.

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. Refer: [https://ehra.hr.ncsu.edu/wp-content/uploads/sites/8/2016/01/TranslationFTE.pdf](https://ehra.hr.ncsu.edu/wp-content/uploads/sites/8/2016/01/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://backgroundchecks.hr.ncsu.edu/background-check-program-procedures/](https://backgroundchecks.hr.ncsu.edu/background-check-program-procedures/)

**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.

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.

**Note:** 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: NavBar/Navigator->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, (accessible through the HR DASHBOARD), allows users to search for a specific transaction ID or review all transactions in the worklist.

Perm Worklist (EHRA, SHRA or PostDoc)

![Perm Worklist Table]

Non-Perm Worklist (Temps, Students or No Pays)

![Non-Perm Worklist Table]

**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.

**Current Step:** (highlighted above) reflects where the transaction is currently at in the transaction progression.

**Action Status:** (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/