

Appointment Guidelines for Individuals Delivering Distant Education (DE) and/or DELTA Courses

These guidelines should be used when processing appointments in the HR System for individuals who are providing instruction through Distant Education. Review the options in the table of content and select the one that best describes the individual supporting the Distant Education course. To navigate through these guidelines press the CTRL key and click the menu item.

Please note some of the options listed may be partially or fully funded by the DELTA Business Division. If the distance education course being delivered is supported by DELTA make sure the department managing the individual resource communicates with the DELTA Division to make sure the individual is paid in a timely manner.

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Active Full-time EPA (Faculty and Non-Faculty) and Post Doc assignments.

The Additional Compensation Application should be used for all EPA Faculty & Non-Faculty personnel (.75 total FTE or greater) offering Distant Education and/or DELTA Distance Education (DE) courses on an overload basis as instructed by the department. For all instances where the department has directly instructed DELTA to pay these instructors, DELTA will initiate the payments through the Additional Compensation Application. Please reference the EPA Administration website for more information: http://www.ncsu.edu/human_resources/EPA/index.php

Prior approval for additional compensation for Distant Education Lecturers must be granted by the individuals' current supervisor, department head and dean/director. These transactions must be submitted for approval prior to the semester payment schedule. In general, the payroll system will process and distribute the payment based on the monthly payroll lockout schedule. Please reference the payroll schedule: http://www.ncsu.edu/human_resources/payroll/departments.php.

Active Part-time EPA (Faculty and Non-Faculty), Post Doc assignments and Individuals without a paid assignment at NCSU.

The process for hiring EPA individuals without a current active job in the HR system or with active assignments that have a cumulative FTE of less than .75 should follow the same process as they would for hiring all other part-time non-tenure-track teaching faculty.

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.
- Per [REG 05.20.34 – “Non-Tenure Track Faculty Ranks and Appointments,”](#) EPA non-faculty, post docs and SPA employees teaching via 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.
- 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.

Step-by-Step instructions For Entering Active *Part Time, Paid* EPA Faculty & Non-Faculty and Post Doc Appointment:

Navigation Path to the Start Employment Process:

Main Menu->Human Resources Systems->VPAF/Start Employment->Start Employment (HIR/REH/ADL)

- **Person Effective Date** Enter the current date of the transaction or a date prior to that date. (a future date cannot be entered)
- **Employment Classification** Select *EPA Faculty*
- **Job Effective Date** Select 8/16 - Fall and/or 1/1 - Spring start date.
- **Position Number** Leave blank.
- **Posting #** Enter the posting number. *Note: As indicated above, if hiring teaching faculty that have provided instruction for NC State within the previous academic year in the same academic discipline/department, you are not required to post the position.*
- **Employee ID** Enter the individual's Empl ID if they have been assigned one, otherwise leave this field blank.
- **Department ID** Enter the 6 digit OUC of the hiring department
- **Candidate Email** leave this field blank if currently active in the system
- Click **Save** to generate a PAF ID# and continue the transaction.
Once all fields have been entered, the transaction must be saved to continue. A new panel should open up and the Review Employment Panel should be displayed.

Review Employment Profile panel

Note the PAF ID# assigned to the transaction for tracking purposes. Please verify the information listed on the panel. If everything is correct, select "Save" to continue. If a field needs to be changed make the adjustment then Save to continue.

Create Job panel

For active EPA Faculty employees this will be an additional job. It still has 3 panels of data to complete based on the EPA employee class (Job Data, Compensation, & Contract/Tenure)

- Job Data Panel
 - **Business Address** update the address fields to reflect the persons work location
 - **Effective Date** the job effective date will feed in from the initial start employment panel. Verify (8/16 for the Fall, 1/1 for the Spring).
 - **Expected Job End Date** entering 12/31 for Fall and/or 5/31 for the Spring and check the box of the termination flag to "End Job Automatically".
 - **Action / Reason** Select the appropriate reason from the drop down list, (*Hire – Hire for Reg Employment, Rehire – Rehire as Reg Employment, Adtl Faculty Assignment – Paid*) for individual semesters
 - **Job Code** enter **F951 "Lecturer – Distant Education"**
 - **Supervisor ID** this indicates the person the individual reports to

- **Standard Hours** is based on the Translation of Non Tenure Track Working Hours to FTE Chart

Credit Hrs Taught	Hrs/Wk Effort EQUIV	Corresponding FTE
1	3	.075
2	6	.150
3	9	.225
4	12	.300
5	15	.375
6	18	.450
7	21	.525
8	24	.600
9	27	.675
10	30	.750
11	33	.825
12	36	.900
13	39	.975
>13	40	1.0

- **Recurring/Contract** 9 month
- Click **Next** to continue
- Compensation Panel
 - **Comp Rate**; enter **\$0.00** *****Compensation Note: Use the Additional Compensation Application to process all payments.***
 - Click **Next** to continue
- Contract/Tenure Panel
 - **Contract Begin Date & End Date** enter the correct contract dates (8/16 – 12/31 or 1/1/ - 5/31)
 - **Tenure Status** should reflect “*Faculty, Non Tenure Track – NTT*”
 - **Anticipated Appointment Length** select from the drop down list (*typically one of the <9mth or 9mth options*)
 - Click **Save** to continue
- Distribution Setup Panel
 - Update the Distribution panel with the project ID/account information
Note: If paid from multiple accounts, enter the percentage then click the “+” to reflect the remaining percentages.
 - **Submit** the Transaction to be reviewed by HRIM

After submitting, scan the appropriate paperwork and send it to your HRIM Specialist for the review/approval process. Once approved review job data to verify the entry.

Education panel

The hiring dept. can update the education panel if the employee has obtained additional degrees. *Navigation Path to update education:*
Main Menu>Human Resources System>Workforce Administration >Job Information>Education

- Select the “Add” button and enter education updates

- After education has been updated also enter the primary Scholarship Area: Enter the SCHAR Degree code and select the Scholarship Area ‘Major Code’

Entering Payment in EPA Additional Compensation Application

Once the hire/rehire/additional job has been approved by HRIM the payments can now be processed through the EPA Additional Compensation Application.

- Job Code, should be entered as F951 “Lecturer – Distant Education”
- Comp Rate, should be \$0.00.
 - 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/EPA/
 - Addl_Comp_App, example:

The screenshot shows a web-based form for adding a new value. It contains the following fields and values:

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

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

The effective start date for the Fall Semester should be Aug. 16th and for the Spring Semester Jan. 1st. If the amount to be paid is determined by student headcount for the course on census date. The individual can only be paid when the additional compensation transaction is submitted and approved.

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 DELTA 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 DELTA course, then the Distant Education and/or DELTA 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.

Step-by-Step Instructions for Entering Graduate Assistantships:

1. Entering a Re/Hire for a Graduate Teaching Assistant:
 - a. **Start Employment Profile** – New appointments for Graduate Assistantships will be performed through Start Employment Profile
 - b. *Navigation Path: Main Menu->Human Resources Systems->VPAF/Start Employment->Start Employment Profile*
 - **Person Effective Date** Enter the current date of the transaction or a date prior to that date. *Note: future dates cannot be entered*
 - **Employment Classification** Select "Graduate Assistant"
 - **Job Effective Date** Select a start date that corresponds to the appropriate semester. Fall: July 1st; Spring: January 1st

- **Position Number** Leave blank
- **Posting #** Leave blank
- **Employee ID** Enter the student’s Empl ID
- **Department ID** Enter the 6 digit OUC of the hiring department
- **Candidate Email** Leave blank or complete with student’s NCSU email address
- Click **Save** to generate a PAF ID# and continue the transaction.

Once all fields have been entered, the transaction must be saved to continue. A new panel should open up and the Review Employment Panel should be displayed.

Review Employment Profile panel

Note the PAF ID# assigned to the transaction for tracking purposes. Please verify the information listed on the panel for correctness. If everything is correct, select **Save** to continue. If a field needs to be changed, make the adjustment then select **Save** to continue.

Education panel

Make any corrections to the student’s education information as necessary, select **Save** to continue. At least one degree must be entered for the student to proceed.

Create Job panel

- Job Data Panel
 - **Business Address** Update the address fields to reflect the student’s campus/work location.
 - **Effective Date** The job effective date will feed in from the initial start employment panel. Verify the date.
 - **Expected Job End Date** Enter the appropriate end date for the appropriate semester. Fall: December 31; Spring: May 15. The flag to “End Job Automatically” will automatically be selected to prevent over payments.
 - **Action** This is automatically selected for you.
 - **Reason** Select “Hire Graduate Assistant,” “Rehire Graduate Assistant” or “Part-Time Paid Graduate Assistant” from the drop down list.
 - **Job Code** Enter “A138” for the Graduate Teaching Assistant.
 - **Supervisor ID** This indicates the person the individual will report to, which is most likely their advisor, the Department Head or the DGP.
 - **Standard Hours** Based on the [Translation of Non Tenure Track Working Hours to FTE Chart](#).

Credit Hrs Taught	Hrs/Wk Effort EQUIV	Corresponding FTE
1	3	.075
2	6	.150
3	9	.225

4	12	.300
5	15	.375
6	18	.450
7	21	.525
8	24	.600
9	27	.675
10	30	.750
11	33	.825
12	36	.900
13	39	.975
>13	40	1.0

**Note: Effort increases beyond 0.50 FTE may require internal college approval and 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.*

- **Compensation Rate** Enter annualized amount.
- Click **Save** to continue.
- **Distribution Setup** panel
 - Update the Distribution panel with the Project ID/account information
Note: If paid from multiple accounts, enter the percentage then click the "+" to reflect the remaining percentages.
 - Comments are required.
 - **Submit** the transaction to be reviewed and approved by your college/department HR Approver.

2. Adjusting the FTE for a current Graduate Assistant:

- a. **VPAF Process**– Active Graduate Assistantships updates will be performed through VPAF Process
- b. *Navigation Path: Main Menu->Human Resources Systems->VPAF/Start Employment->VPAF Process*
 - Employee Selection
 - **Search** for the employee by entering specific search criteria then select **Search**. From the search results click on the box next to "Empl ID" then select **Next**.
 - **Effective Date** Select a start date that corresponds to the appropriate semester. Fall: August 16; Spring: January 1

- **Action/Reason** Select *Pay Rate Change-Grad Salary Adjustment* if only adjusting the salary/FTE, select *Job Info Change* if adjusting the title (i.e., from Graduate Research Assistant (A148) to Graduate Teaching and Research Assistant (A178)). If adjusting the job title, pay and FTE, two VPAF actions are necessary – a Pay Rate Change and Job Info Change. Click **Next** to continue.
- **Standard Hours** Based on the [Translation of Non Tenure Track Working Hours to FTE Chart](#).

Credit Hrs Taught	Hrs/Wk Effort EQUIV	Corresponding FTE
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3	9	.225
4	12	.300
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8	24	.600
9	27	.675
10	30	.750
11	33	.825
12	36	.900
13	39	.975
>13	40	1.0

**Note: Effort increases beyond 0.50 FTE may require internal college approval and 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.*

- **Compensation Rate** Enter annualized amount.

- **Submit** the transaction to be reviewed and approved by your college/department HR Approver.
- **Distribution Setup**
 - Distribution Setup: If necessary to update the distribution for the assistantship, you must make the change in Distribution Setup.
 - *Navigation Path: Main Menu->Human Resources Systems->Commitment Accounting->Distributions and Posn Budgets->Distribution Setup*
 - **Empl ID** Search for the individual by entering their Empl ID and clicking **Search**. Select the appropriate appointment by clicking on the radio button beside the correct Empl Record and fiscal year. Then click **Select to View/Update**.
 - **Effective Date** When the distribution change should begin.
 - Update the Project ID(s) /account information as needed.
Note: If paid from multiple accounts, enter the percentage then click the “+” to reflect the remaining percentages.
 - **Comments** are required.
 - **Save** the Transaction

Active, Paid SPA Exempt & Non-Exempt Appointments

An **SPA Exempt** employee 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 SPA 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*.

An **SPA Non-Exempt** employee 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 SPA 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.