

Permissible “Flat Rate” Temporary Appointments

Assignments lasting more than 3 days reference [Job Posting and Background Check Requirements](#).

Work Performed	Expected Duration/Notes	Flat Rate	Empl Class	Job Code <i>(last updated 3/1/20)</i>
Workshop/Seminar/Colloquium Facilitators & Speakers ¹	3 days or less	Yes	TME TMP-Prof	S910 – Inst & Teaching Prof – Flat
CVM House Officers ¹ <i>(annual renewal required)</i>	Emergency support (after hours)	Yes	TME TMP-Prof	S970 - Specialized Prof-Flat
Special Events ² Entertainers (e.g., musicians, performing artists, radio broadcasters)	3 days or less			
Enrolled NCSU Students, serving as... Student Government/Leader Student Ambassador/Providing Student Guidance Mentor/Leader in Living/Learning Villages Student Media Student Undergraduate Teaching Assistant <i>(Undergrad TA Form)</i>	Semester Semester Semester Semester Semester	Yes Yes Yes Yes Yes	STW STW STW STW STW	SSW030 – Student Leader – Flat SSW030 – Student Leader – Flat SSW030 – Student Leader – Flat SSW080 – Student Worker-Media – Flat SSW910 – Under Grad TA – Flat
Foreign Nationals with Dual Funding Sources ³ • J-1 Research or Short-Term Scholars	Must be less than 6 months	Yes	TME TMP-Prof	S960 Foreign National Scholarship Trainee (Eligibility TBD by Int’l Employment & Taxation)

Camp Counselors are no longer considered permissible flat rate appointments. Two specific job codes have been created to support seasonal camp counselors. <https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/tempjobcodes.pdf>

- TE40CC – salaried temp counselors (TME) supporting seasonal camps not to exceed 7 consecutive months
- TN40CC – hourly temps counselors (TMS) supporting seasonal camp programs recording hours worked each day

NOTE: All [Flat Rate Request Forms](#) must be approved before processing the transaction in the system and the FTE is predefined (.01).

¹ Duties must be characterized as instructional and/or professional level (exempt from the Fair Labor Standards Act (FLSA))

² Flat rate payments are only allowed if the individual is performing duties that are instructional and/or professional level, thereby being FLSA exempt.

³ J-1 Research or Short-Term Scholars require International Employment & Taxation approval before submitting the transaction