

Use Expected Job End Date correctly

1 Expected Job End Date is the first day a person is no longer on the payroll, NOT the last day worked. This applies to short work breaks and terminations.

2 Expected Job End Date does not automatically stop pay for EPA students. You need to process a Termination or Short Work Break action to stop pay.

3 To extend an expected end date for EPA students, use the Edit Existing Job form to specify the new end date, and submit it as a reappointment (versus terminating and hiring into a new job). If the student is on a short work break then you need to include the Return from Work Break action on the same form.

Enter actions on time

4 If you enter Termination or Short Work Break actions after the campus data entry deadline, the student will be overpaid.

5 If you enter a Hire, Pay Rate Change, or Return from Work Break action after the campus data entry deadline, the student will be underpaid or not paid.

6 When an employee terminates and you need to inactivate the position, be careful with the effective date. The effective date to inactivate the position can't be during the pay period in which the student employee codes his or her last hours. It needs to be the first day of the following pay period.

Take care to choose the right person

7 When updating person data, be very careful that you are updating the correct person.

8 When hiring a person, review carefully to make sure you are selecting the correct person.

9 When updating job data or terminating an employee, be sure to pick the correct Employee Record (Empl Rec), if there are more than one.

10 To see student appointment data, use the UNC Employee Information link found on the HR Work Center.

Use positions correctly

11 Remember: only one SPA student can occupy each position (it's important for TIM).

12 If you need to change the job code on a filled student position, it's best to create a new position and transfer the student into it (for example, Work Study to Student Assistant) to ensure the employee class updates correctly.

Bottom Line

13 If you are unsure how to process a form, call the help desk.

Working with FTE for Students

ConnectCarolina			
Job Code	Description	Maximum FTE	Description
800165	Work Study - On Campus	.5 per week	Students employed in an approved work study position located on campus. Tied to a student's awarded financial aid.
800166	Work Study - On Campus ComSrv	.5 per week	Students employed in an approved work study community service position located on campus. Tied to a student's awarded financial aid.
800167	Work Study - Off Campus ComSrv	.5 per week	Students employed in an approved work study community service position located off campus. Tied to a student's awarded financial aid.
800180	SPA Student Assistant	1.0 per week	Students currently enrolled at UNC - Chapel Hill and employed in a student position located on campus. 10 hours or .25 FTE per week is recommended.
800181	SPA Other Student Assistant	1.0 per week	Students currently enrolled as a high school student, community college student, or student at a college or university other than UNC - Chapel Hill and employed in a student position located on campus. The hiring department must obtain confirmation from the student that he or she is currently enrolled and inform them that this certification will be re-checked and documented every six months using the Other Student Assistant Enrollment Status form. 10 hours or .25 FTE per week is recommended.
800168	Graduate Assistant	.25 FTE recommended -Exempt	A graduate student, enrolled as a full-time student, who performs support functions, and is not a Teaching Assistant or Research Assistant. Generally not paid.
800169	Graduate Teaching Assistant	.25 FTE recommended -Exempt	A graduate student, enrolled full time who regularly teaches a class or classes; supervises recitation sections; has full responsibility of a course, or leads discussions sections; or grades papers and exams; or supervises a laboratory section or sections; under the supervision of a member of the graduate faculty.
800170	Graduate Research Assistant	.25 FTE recommended -Exempt	A graduate student, enrolled full-time and is engaged in research activities directly related to their program of study under the supervision or in collaboration with a member of the graduate faculty.
800171	Fellow Trainee	1.0 FTE maximum, Exempt	A graduate student enrolled full-time who holds a sponsored fellowship or traineeship, and receives a stipend or training payment such as a NSF Fellowship, NIH Training Grants, or Graduate School Fellows.
800172	Graduate Teaching Fellow	1.0 FTE maximum, Exempt	A graduate student enrolled full-time who regularly teaches a class or classes; supervises recitation sections; has full responsibility of a course, or leads discussions sections; or grades papers and exams; or supervises a laboratory section or sections and can assign final grades.
800174	EPA Undergraduate	1.0 FTE maximum, Exempt	An undergraduate student, enrolled full time and is engaged in a work assignment such as an Outreach Counselor, Athletic Manager, Tutor, or Resident Adviser.
800177	Post Graduate Fellow	1.0 FTE maximum, Non-exempt	This job code has not been approved for implementation by UNC - Chapel Hill yet. Future application TBD.
800178	Post Baccalaureate Fellow	1.0 FTE maximum, Non-exempt	This job code has not been approved for implementation by UNC - Chapel Hill yet. Future application TBD.
800183	Senior Teaching Fellow	1.0 FTE maximum, Non-exempt	A graduate student who has full responsibility of a course or courses, can assign final grades, and supervises other teaching assistants.
800184	Instructional Assistant	1.0 FTE maximum, Exempt	A graduate student enrolled full-time who assists with grading papers and exams and other administrative responsibilities related to a course including lab assistance and setup, does not lead discussion sections.