

SOP HR.03.00	Flat Rate Payment
Owner/Contact Information:	College of Sciences, Human Resources, 919-515-3487
Effective Date:	April 1, 2018
Last Revised/Reviewed:	June 29, 2020
Related Policies/Links:	NCSU REG 05.02.02 – Temporary Employment Permissible “Flat Rate” Temporary Appointments REG 05.55.08 – Background Checks

1. Purpose/Introduction

This Standard Operating Procedure (SOP) is intended to guide department representatives through the flat rate payment process for the following employment types: temporary employees, undergraduate teaching assistants, and student workers. A flat rate payment is a flat fee payment to an employee for work they are performing. A flat rate payment is also based upon a predetermined number of hours worked per week.

Flat rate payments are only allowed if the individual is performing duties that are instructional and/or professional level. Flat rate payments are an exception that requires pre-approval to establish a flat rate for a temporary employee, undergraduate teaching assistants, or student worker.

2. Definitions

COS - College of Sciences

COS HR - Abbreviation for College of Sciences, Human Resources Office

Department Representative – The person submitting any action or preparing letters on behalf of their department or center.

Flat Rate Payment – Flat fee payment to an employee for work they are performing instead of paying them by an hourly rate and also based upon a predetermined number of hours worked per week

FLSA – Fair Labor Standards Act (FLSA) regulations categorize employees as either “exempt” or “non-exempt” for purposes of being subject to timekeeping and overtime requirements

JAR - Abbreviation for Job Action Request. JAR is a tool within the HR System

PeopleSoft - The primary Human Resource Information System used by NC State

Student Worker – A student worker is someone whose primary role at NC State is a student and who is currently enrolled at least half time in a degree program

Temporary Employee – A temporary employee is a non-student who performs a service in a non-permanent job of short duration (usually less than 12 months)

Undergraduate Teaching Assistant – An undergraduate student currently enrolled at North Carolina State University at least half time in a degree program who will be directly participating in the teaching mission of an academic department

WolfTime: NC State University web-based time keeping and leave tracking system

3. Procedures

The approval to be paid via flat rate is based upon meeting **all** three of the following criteria:

- (a) the work duties performed are considered instructional and/or professional level,
- (b) the expected duration of employment falls within the guidelines identified on the [Permissible “Flat Rate” Temporary Appointments Chart](#)
- (c) the number of hours worked per week has been predetermined

The [Permissible “Flat Rate” Temporary Appointments Chart](#) will help departments determine if the job duties for the temporary employee can be approved to be paid via flat rate.

Employees cannot be paid in advance for work, however flat rate payments can be made in installments throughout the project/employment time period.

4. Forms

Flat Rate payments require COS HR and University HR approval on the appropriate form **before** the hire action can be initiated in JAR.

There are two Flat Rate Request Forms:

1. [Flat Rate Request](#): form is used for temporary employees and student workers that require a flat rate payment.
2. [Request to Appoint Undergraduate Teaching Assistant](#): form is used to appoint undergraduate Teaching Assistants who will be directly participating in the teaching mission of an academic department and provide academic support based on students’ needs. This form is to be used only for Students currently enrolled at NC State University.

The Department Representative will assist the Supervisor and/or Principal Investigator in completing the appropriate request form. COS HR will serve as the Department Representative to process Flat Rate requests for the Dean’s Office.

5. INTERNAL APPROVAL PROCESS

1. Department Representative collects the appropriate Flat Rate Request Forms and the appropriate [Sciences Hire Form](#) with required documentation.
2. The Flat Rate Request Form must be emailed to [COS HR](#) for review and approval prior to the Department Representative initiating the hire action in [JAR](#).

3. COS HR will ensure the Flat Rate Request Form is reviewed and approved by the [Assistant Dean for Culture, Talent, and Human Resources](#) prior to requesting University HR approval.
4. COS HR will notify the Department Representative via email with a copy of the fully approved flat rate form once the flat rate request has been approved by University HR with appropriate signatures.
5. Upon receipt of approval, the Department Representative can initiate and process the hire action through [JAR](#), see section 6.1 of this SOP.
6. COS HR will review and approve the hire action request that is submitted through JAR.

6. HOW TO ENTER A FLAT RATE HIRE ACTION VIA JAR

6.1 Enter JAR Hire Action:

With all approvals obtained as outlined in Section 5, to enter a flat rate hire action in [JAR](#):

- Follow [Job Action Request \(JAR\) Overview](#) steps on pages 8, 15, 16 (Student Worker) or 17 (Temp-Exempt from FLSA) to “Hire/Rehire Employees” > “Student Workers and Temporary Assignments”.
- Look to the [Permissible “Flat Rate” Temporary Appointments Chart](#) for the appropriate job code. A job code starting with S will be a Student Worker; a job code starting with T will be a Temporary worker.
- Enter the student or temporary employee’s information into the appropriate fields using information previously collected in #1 of section 5 of this SOP, from the [COS Hire Form for Temporary Employees](#) or [COS New Hire Form for Student Workers](#).

6.2 BACKGROUND CHECKS REQUIREMENTS

- Allow at least 2 weeks for a background check to be completed.
- **Student Workers** are not required to undergo background checks when their employment is secondary to their primary role as a student at NC State University, see [REG 05.55.08, section 4.2](#). However, the department should examine the job responsibilities of the position they are being considered for and request background checks as appropriate based on risk, see [REG 05.55.08, section 3](#). Factors that may warrant a background check for a student hire include, but are not limited to:
 - duties related to working with minors
 - driving
 - handling cash or working with financials
 - access to confidential information
 - key-holder access to University buildings or dorms.

If there should be a background check completed on a Student, be sure to check “I want to request a background check on this person”.

- **Temporary employees** are required to undergo background checks before they start employment with NCSU, see [REG 05.55.08, section 2.1](#). Any information that the background checks department needs to be aware of can be listed in the Comment Section for the Background Check.

7. HOW TO ENTER A FLAT RATE PAYMENT ON THE EMPLOYEE TIMESHEET

1. To access an employee timesheet, in [MyPack Portal](#) click **Human Resources Systems > Manager Self Service > Time Management > Report Time > Timesheet**
2. Enter the Employee ID and click the **“Get Employees”** button
3. Once employee’s name populates, click on the **“View Details”** link. See illustration below.

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	17
Location Code	<input type="text"/>
North American Pay Group	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Change View

*View By Week
Date 01/06/2017
Show Schedule Information
Previous Week Next Week

Employees For Solitaire Davis, Totals From 12/31/2016 - 01/06/2017

Time Summary Demographics

Last Name	First Name	View Details	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception
		View Details		1	0.00	0.00	0.00	

4. The time sheet will automatically load to the current payroll cycle, be sure to change to the appropriate payroll period, if applicable. There are two ways to navigate to the correct payroll period (see illustration below):
5. Navigate through all payroll periods by clicking the **Previous Period** or **Next Period** buttons
6. Change the **View By** to the Calendar Period, Week or exact Day and enter the Date. The click the green refresh button

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Timesheet

Student Leader-Flat Employee ID ██████████
Empl Record 1
Earliest Change Date 12/31/2016

Select Another Timesheet
 *View By Calendar Period Previous Period Next Period
 *Date 01/14/2017 Reported Hours 0.00 Punch Timesheet

From Saturday 01/14/2017 to Friday 01/27/2017

Sat 1/14	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21

- Identify the payment date and enter the payment amount for the designated payroll period. Enter a lump sum amount on any day during the payroll period that you will want the payment to payout. Select the Time Reporting Code **021F – Tmp Reg. Earnings** and enter the funding source for the department in the **Project ID** field. Press **Submit** and then the payment will process when payroll is ran for that payroll period.

Fri 1/27	Total Time Reporting Code/Account	TRC Help	Position Number	Off-Cycle Check	Project ID
200.00	021F - Tmp Reg Earnings - 51410/5141	?			201470
		?			
		?			

8. Changes and Review

Subsection	Summary of Changes	Date
2	Clarified definitions	July 30, 2019
5	Added Link for Asst Dean for Culture, Talent, and Human Resources	July 30, 2019
5	Updated link to patent agreement	July 30, 2019
6	Updated link to Non-UTS Temporary Employee Hire Form and Student Worker Hire Form	July 30, 2019

7	Blacked out identifying employee information from sample screenshot	July 30, 2019
All	General formatting clean up	August 2, 2019
Related Policies/Links	Added REG 05.55.08 – Background Checks	August 2, 2019
6.2	Clarified Background Check requirements with reference to REG 05.55.08	August 2, 2019
All	Updated Permissible Flat Rate Chart document link	June 29, 2020