

College of Sciences
Standard Operating Procedures

HR.01.00	Recruitment and Hiring of Students and Temporary Employees
Owner/Contact Information:	College of Sciences, Human Resources, 919-515-3487
Effective Date:	April 11, 2016
Last Revised/Reviewed:	August 31, 2022
Related Policies/Links:	College of Sciences PeopleAdmin Workflow COS Student Worker Hire Form COS Temporary Employee Hire Form Federal Work Study Graduate Assistantships – The Graduate School Human Resources Information Management & Analytics Home Page HR Dashboard & Job Action Request (JAR) Guide NextGen Graduate Appointment System COS Recruitment and Hiring of Student Workers Process Map COS Recruitment and Hiring of Non UTS Temporary Employees Process Map Provost’s Professional Experience Program (PEP) REG 05.05.02 – Temporary Employment

1. PURPOSE/INTRODUCTION

This Standard Operating Procedure (SOP) document is intended to guide employees through general and operational processes pertaining to Students and Temporary Employees. Students and Temporary Employee processes are managed by each department, however, College of Sciences Human Resources (COS-HR) is available to answer questions or provide guidance regarding Students and Temporary employee processes and procedures.

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.

JAR – abbreviation for Job Action Request. JAR is a tool within the HR System.

Non-UTS/Temps - temporary workers not hired through University Temporary Services (UTS)

PeopleAdmin (PA7) – The position management and applicant tracking system used by NC State University.

PeopleSoft – The primary Human Resource Information System used by NC State.

PEP - Provost’s Professional Experience Program (PEP) aims to create meaningful campus student employment opportunities with particular emphasis on expanding research enrichment and career development for undergraduate students regardless of financial need.

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STW – abbreviation for Student Worker

UTS – abbreviation for University Temporary Services; NC State’s temporary staffing service

Work Study - Federal Work-Study (FWS) is a federally-funded, need-based employment program. Employing departments, and the state and federal governments share in the payment of student wages.

3. PROCEDURAL STEPS

3.1 – Recruitment and Hire Process

- 3.1.1 Undergraduate and Graduate Student Workers** Departments within the College of Sciences have the ability to recruit student workers and graduate student workers independently as their needs change. There is not a formal requirement to post positions for student workers, however the following guidelines must be followed for the College of Sciences.
- a. **Undergraduate Student Workers** Primary purpose for being on campus must be as a student and they must be currently enrolled at least half time in a degree program at NC State. For summer hires, the student must have been enrolled during the previous spring semester and the upcoming fall semester.
 - b. **Graduate Student Workers** must be enrolled at least half time for the current semester with the exception of summer. The normal half time enrollment minimum for graduate students is 4.5 hours. However, in certain circumstances such as when writing a thesis this half-time minimum could be lower. Please reference NC State [REG 02.15.05](#) on Graduate Registration and Residence Programs for further information.
 - c. **Federal Work Study (FWS)** Students who are awarded FWS based on financial need, availability of FWS funds, and job availability are hired through Work-Study Central in My Pack Portal. Enrollment Management and Services provide information regarding the program: <https://emas.ncsu.edu/employers/federal-work-study/> Departments must submit a Voucher to Hire form via Work-Study Central prior to hiring a FWS student.
 - d. **PEP Student Worker** Opportunities are available to degree-seeking, NC State undergraduate students only. A PEP position must have prior approval through PEP Central; Vouchers and Hire Actions must be completed prior to students start date. PEP position requests are due mid-Spring for the following year, approvals are sent late-Spring. The exact dates will vary and details of the program can be viewed here: <http://go.ncsu.edu/PEP>. PEP Students are hired with a funding distribution split 75% Provost – 25% department/college/unit.
 - e. Please follow the [COS Recruitment and Hiring of Student Workers Process Map](#)
 - f. If a student is not enrolled at NC State, the non-NCSU student would need to be hired as a temporary employee. The temporary employee recruitment process is addressed in this standard operating procedure to hire the individual as a non-UTS temporary worker (section 3.1.3) or UTS temporary worker (section 3.1.4). Departments should complete the [COS Student Worker Hire Form](#) no less than 10 days from receiving request to hire and [initiate the JAR action](#).
 - g. Since student workers do not receive an offer letter or meet with NCSU Onboarding in person, upon approval of the JAR Hire action, the student’s department representative must send a [Sciences Student Worker Welcome Email](#). This email serves as confirmation of employment (including supervisor, employment begin/end dates, pay rate, and

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hours/week) as well as important action items for employment with the College of Sciences and NC State University. Additionally, NCSU Onboarding does provide virtual resources for students located here: <https://onboarding.ncsu.edu/students/>.

- h. A [Work Hour Exception Form for ACA](#) is required for any Graduate Student Worker hired to work over 29 hours per week and an Undergraduate Student Worker hired to work over 20 hours per week. The form must be signed and approved by the Dean of the College of Sciences for undergraduate students. The form must be signed and approved by the Senior Associate Dean of the College of Sciences for graduate students
- i. A Student Worker can no longer be classified as a Student Worker after graduation. They must be separated and hired under a different classification of employment along with following the guidelines of that employee class. If a student is working over the summer immediately after graduation, please follow the [HRIM Summer Session Appointment Guide](#).

3.1.2 Graduate Assistantships / Non-Assistantships For guidance on the recruitment of graduate assistants, hiring officials should reference [The Graduate School](#) website or contact the Graduate School directly.

- a. **Graduate Assistantship Hire Process** Once the selected candidate has been selected, the hiring department will initiate the hiring process using the [NextGen Graduate Appointment System](#). This process is completely paperless. NextGen is used **ONLY** for graduate students who are Graduate Service Assistants, Graduate Extension Assistants, Research Assistants, and Teaching Assistants being paid through Graduate Assistantship funds.
- b. **Graduate Fellowship Hire Process** Departments or colleges that have funding for student fellowships can request that an award be entered through the Graduate School. Questions regarding Fellowships should be directed to the Graduate School.

3.1.3 Non-UTS Temps Departments within the College of Sciences should follow the guidelines below during the recruitment of Non-UTS Temps:

- a. Non-UTS temporary positions are required to post (advertise) in PeopleAdmin (PA) for five (5) business days, unless a waiver is granted. Waivers are reviewed in section 3.1.8 of this SOP.
- b. Department representatives should initiate their actions in PeopleAdmin for Non-UTS Temp postings. Departments can expect the Non-UTS recruitment process to take approximately 17 business days until a temporary employee is hired. Please follow the [COS Recruitment and Hiring of Non UTS Temporary Employees Process Map](#).
- c. To submit a Hiring Proposal, all other applicants must be properly dispositioned within PeopleAdmin. Training resources for PeopleAdmin and dispositioning applicants can be located at <https://hr.ncsu.edu/peopleadmin/training-materials/>. An approved hiring proposal ends recruitment.
- d. Departments should complete the [COS Temporary Employee Hire Form](#) at least 10 days in advance of the hire date & [initiate JAR action](#).

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3.1.4 University Temporary Services (UTS) Temps If you would like UTS to recruit a temporary worker for your department or center, you can find instructions on the [UTS Services webpage](#). UTS will handle the recruitment and hiring of the temporary employee for a fee.

3.1.5 Waiver of Recruitment This applies to Non-UTS Temps **ONLY**:

- a. Waivers can be granted in rare cases where it can be validated that a known candidate is “uniquely qualified” to perform the job. Therefore, a job posting and search would not be necessary.
- b. To request a waiver of recruitment, the department representative should send the completed [waiver request form](#), found under the [COS HR Resources page](#), via email to cos_humanresources@ncsu.edu. COS-HR will serve as the liaison for this request until a final decision is received from the [Office for Institutional Equity and Diversity \(OIED\)](#).
- c. A waiver of recruitment request could take approximately 5-10 business days to be approved by University HR. After the waiver request has been approved and COS HR has received the waiver code, the temporary hire process could take up to 2-4 weeks.

4. Changes and Review:

Subsection	Summary of Changes	Date
3.2 “Note”	Clarifies the standard for timely actions and procedures for late	October 17, 2016
3.2.1	Updated to reflect new workflow and department-level initiators and approvers	October 17, 2016
3.2.2 (d)	Reflects that ACA form is not needed for NextGen actions	October 17, 2016
3.2.4 “Note”	Process to request exceptions to endorsement date for actions	October 17, 2016
3.2.5 “Note”	Advisory notice to departments about UTS JAR actions	October 17, 2016
3.3	HR Action form update & “Note” about department	
All	Updated SOP with current links & processes.	August 30, 2018
All	Updated SOP with current links & processes.	October 10, 2018
Related Links	Added PEP & Work Study	July 24, 2019
Definitions	Added PEP & Work Study	July 24, 2019
3.1.1.c	Added section on Federal Work Study students	July 24, 2019
3.1.1.d	Added section on PEP students	July 24, 2019
Definitions	Standardized definitions	July 26, 2019
3.1.1.h	Added section for the Student Worker Welcome Email	August 1, 2019
1 – Purpose/ Introduction	Revised first paragraph to be consistent with other SOPs	October 31, 2019
3.1.3 (b)	Corrected link to Non-UTS Temp Employee Process Map	January 31, 2020
3.1.3 (f)	Reworded this section to be more clear on UTS and Non-UTS temp hires	March 17, 2021
3.1.1 (f)	Updated with notice of 10 days in advance for hire	February 23, 2022
3.1.1 (g)	Updated Sciences Student Worker Welcome Email link	February 23, 2022
3.1.1 (h)	Updated who signs the work hours exception form	August 31, 2022