

BO.09.00	Provost’s Professional Experience Program
Owner/Contact Information:	COS Office of Finance and Business Management
Effective Date:	April 16, 2021
Last Revised/Reviewed:	April 16, 2021
Related Policies:	Provost’s PEP Website Provost's PEP FAQ

1. PURPOSE/INTRODUCTION

The PEP program was created by the Office of the Provost and is administered by the Office of Scholarships and Financial Aid. The program 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. The purpose of this procedure is to explain the timeline, provide college-specific information and further clarify aspects of the program.

Key aspects of the program:

- Student eligibility
 - ◆ Must be degree-seeking, NC State undergraduate student
 - ◆ May participate in federal work study and PEP programs at the same time
 - ◆ May participate in PEP program with a full scholarship
 - ◆ Students can only hold one PEP position per semester
- Units are responsible for submitting requests, student selection and hiring process. Students DO NOT make the request.
- All positions **MUST** have prior approval through [PEP Central](#) **PRIOR** to making a commitment to and hiring a student
- Vouchers and Hire Actions must be completed **PRIOR** to the student's start date
- The program begins the first day of **class** and ends the last day of **exams**. These are important [dates](#) and cannot be changed.
- PEP students earn up to \$1,000 Fall Semester, \$1,000 Spring Semester or \$2,000 Academic Year. Summer PEP funding is NOT available.
- Funds are student and term specific and cannot be transferred to another student

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- Hourly pay wage is a **minimum** of \$7.25 to a **maximum** of \$15.00
- Funding split is 75% (Provost), up to the maximum amount of award, and 25% (Unit)
- Any ledger type may be used to fund the unit's 25%

2. DEFINITIONS

COS - College of Sciences

OSFA - Office of Scholarships and Financial Aid

PEP - Professional Experience Program

SIS - Student Information System

SAR - System Access Request

JAR - Job Action Request

Unit - Academic Department or College Office

Leadership Team Members - Deans, Directors and Department Heads

OFBM - College Office of Finance and Business Management

HR Partner - Staff person responsible for human resources in the unit

COS HR - College Office of Human Resources

3. PROCEDURAL STEPS

- 3.1 Provost's Office announces program for next academic year in March
 - 3.1.1 Email sent by Office of Scholarships and Financial Aid to Assistant Dean of OFBM
 - 3.1.2 Assistant Dean of OFBM forwards email with a copy of this SOP to COS Leadership Team members and department business officers with the following instructions:
 - 3.1.2.1 Units are responsible to forward to their unit faculty and staff as appropriate
 - 3.1.2.2 Review email announcement and attachments
 - 3.1.2.3 Review PEP Central in SIS in MyPackPortal - Navigate to PEP Central > NavBar: Student Information Systems > Admin Services > PEP Central OR from the center DropDown: Student Information Systems > Campus Finances > Professional Experience Program > PEP Central
 - 3.1.2.4 Supervisor must have appropriate SAR Access. If a supervisor finds that they do not have access to PEP Central, contact the unit's SAR administrator to request the "FA PEP Job Administrator" role in the Student Information System (SIS).

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3.2 Request a Position - Deadline in April

- 3.2.1 Each supervisor submits their own individual request
- 3.2.2 Current PEP positions do not automatically renew. Each year, units must [Review/Modify](#) their current position(s) in PEP Central and submit them again for consideration.
- 3.2.3 Units are encouraged to coordinate their requests within their unit. This coordination will differ depending on the unit. Some units may want to coordinate all the requests for their unit prior to a supervisor submitting the request. Others may use the opportunity to encourage a group of faculty and/or staff to coordinate their individual request.
- 3.2.4 Job duties must provide meaningful experiences related to their academic and career interests. Simply answering phones, copying, running errands, etc. do not qualify. Duties should be project based. Possible positions may include office support for projects (not daily administrative tasks), lab support, information technology, classroom support, lab technicians, tutors, peer mentors, and researchers.
- 3.2.5 [Supervisors submit requests](#) in PEP Central in MyPack Portal

3.3 Notification of Approval or Denial in May

- 3.3.1 Once a position request has been submitted, the Primary Contact and person submitting request will be sent an approval notification
- 3.3.2 Decisions are made and notified solely by OSFA
- 3.3.3 If approved, follow normal unit [procedures](#) to hire a student
- 3.3.4 If denied, another option to consider is hiring a student through the [Federal Work Study Program](#) to take advantage of the 75% support

3.4 Advertise for Undergraduate Students

- 3.4.1 Advertise using the campus-wide [ePACK system](#). All students have access to this system that is used to link students to employment opportunities.
- 3.4.2 Professors and advisors may be able to assist with possible student recommendations
- 3.4.3 Advertising is not required. A student may be identified or selected based on project needs or requestor's knowledge of student ability prior to advertising.

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3.5 Student Selection and Hiring - **It is the hiring unit's responsibility to enter the actions**

- 3.5.1 [Contact unit HR Partner](#) once candidate has been selected to proceed through the following steps of section 3.5
- 3.5.2 Navigate to PEP Central in MyPack Portal and [Submit a Voucher to Hire form](#) - required prior to start date
- 3.5.3 Required information
- Funding source allocations
 - ◆ 75% to the PEP project 218075
 - ◆ 25% to the hiring unit's project number (can be any ledger type)
 - HR Job Code is TSW910
- 3.5.4 Hiring deadlines are finalized each year. Refer to the [PEP website](#) for exact deadlines each year.
- September - for fall or academic year hires
 - January - for spring hires
- 3.5.5 If the student is currently employed and will now be charged to the PEP program, notify the unit business officer to change the salary distribution
- 3.5.6 HR Partner completes [New Hire Form for a STUDENT WORKER](#) and obtains signatures along with the [Certification of Temporary Employment Terms](#) form
- Supervisor's Signature
 - Department Budget Approval Signature
 - ◆ Department Business Officer for academic departments
 - ◆ COS OFBM for college offices
- 3.5.7 Enter JAR hire/rehire action, attaching hiring packet (New Hire Form + Certification of Temporary Employment Terms Form + PEP Voucher to Hire Form) to the action, and submit the JAR action for COS HR Specialist approval
- 3.5.8 Action is approved by COS HR - required prior to start date

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3.6 Students Work Hours

- 3.6.1 All Voucher forms and Hire Actions must be complete **PRIOR** to the student’s start date
- 3.6.2 Units are responsible for self-generating an [Earnings Report](#) after each bi-weekly payday
- 3.6.3 Units are responsible for reviewing and knowing when a student has reached their maximum award (\$1,000 for one semester or \$2,000 for academic year)
- 3.6.4 Reaching the maximum award - OSFA will automatically change the funding distribution once a student has received the maximum award. OSFA will change the distribution so 100% of the student’s wages will be charged to the unit. The updated distribution will be the remaining initial project number(s) in the initial ratio in the action:
 - Example #1 – if the initial distribution for the unit’s 25% was to 201789, then the updated distribution for the total amount will be 100% to 201789
 - Example #2 – if the initial distribution for the unit’s 25% was 10% to 201789 and 15% to 207123, then the updated distribution for the total amount will be 40% to 201789 and 60% to 207123
- 3.6.5 Units are responsible to determine if the updated distribution is correct to avoid redistributions
- 3.6.6 Students are not allowed to work on PEP appointments past the final day of final exams per the [academic calendar](#), regardless if a student has not reached the maximum award and has PEP funds remaining
- 3.6.7 If a student will continue employment beyond the final day of final exams, units should follow the normal [hiring process for students](#) and charge 100% to unit funds

4. REVISION TABLE

Revision #	Subsection #	Summary of Changes	Approval Date
BO.09.00	N/A	Original version	04/16/2021