

HR Process: Distance Education Graders	
Contact: HR Specialist	Last Update: 3/9/16

Introduction:

This document outlines the College process for hiring and paying DE Graders for the Academic Year and the Summer Sessions.

College Process:

Hire Process:

-DE Graders will be hired as hourly employees and paid on the bi-weekly pay schedule for both academic and summer semesters. DE Graders will have to enter their time in the KABA timekeeping system. Requests to hire DE Graders should be entered by the Department in the bi-weekly CPAWS.

-Departments should set a consistent hourly rate of pay for DE Graders within their department.

-DE Graders that are hired as Non UTS temporary employees (Not NCSU students) must be identified through the regular recruitment process through the posting, selection and background check process. (see link below).

-If a waiver number was granted in the past for an employee to be a DE Grader for a class or the job was recruited for, this same waiver or posting number can be used continuously provided that the same job/class is being done as before.

-In order to follow rules about temporary employee breaks in service, the college will implement a 32 day break period for all Non UTS temporary employees (not student workers) that work continuously during the academic year from the end of July to the beginning of September. Breaks in employment must be reflected in the HR System and must be completed in one block of time.

-Background checks will need to be redone if their most current check is older than 6 months.

DE Graders that are **enrolled as NCSU students:**

-NCSU students do not have to take a break in employment, they can be hired at any time during a semester. They should be hired for only one semester at a time due to the possible changes in their student status (graduation, a semester off). They will need to be rehired for any future semesters including summer.

Budget Implications:

The funds for DE Graders for summer 1 are provided by DELTA near the end of each fiscal year and do not carry forward into the next year. Since Summer 1 continues through late June and the biweekly fiscal year cutoff is typically early June, there will likely be work performed after the cutoff that will pay the following fiscal year. Note that the date varies by year; you should consult the bi-weekly payroll schedule (link below) for the bi-weekly pay cut off date.

Additional References:

Job Codes and pay ranges for temp employees: <https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/tempjobcodes.pdf>

Compliance with the Affordable Care Act: <https://benefits.hr.ncsu.edu/aca-employee-eligibility/>
<https://research.ncsu.edu/sparcs/budgeting-guidelines/budgeting-salaries/>

Posting and Background Check Requirements: <https://hr.ncsu.edu/wp-content/uploads/2015/10/PostingProcedurestable.pdf>