### Academic Year Payroll Guidelines, Reminders and Tips for Employment of Temporary, Graduate and Undergraduate Student Employees

#### Guidelines for Academic Year Payroll Paperwork

<table>
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<tr>
<th>Summer Employment Scenarios</th>
<th>Student Employees</th>
<th>Temp Hourly Employees</th>
<th>Graduate Assistants</th>
<th>Part-Time Academic Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee is NOT working fall or spring semester, terminate the employee</strong></td>
<td>Initiate termination in Manager Self-Service. Termination Reason is End Temporary Employment</td>
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<td><strong>Employee was on an unpaid Leave of Absence during the spring or summer and will be returning to work Fall Semester, return the employee from Leave of Absence</strong></td>
<td>No Action Required. (If department had placed employee on Leave of Absence, complete a DocuSign Payroll Change Form Temporary-PTA to return the employee from Leave of Absence.)</td>
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<td>Complete DocuSign Payroll Change Form Graduate Assistant to return the employee from Leave of Absence. Effective dates in the middle of a pay period, will result in prorated pay for the pay period. Failure to return the employee from a Leave of Absence, will result in the employee not getting paid.</td>
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<td><strong>Employee is currently active in another NDSU department and is being hired to work in a second NDSU department</strong></td>
<td>Second Department initiates a hire in Handshake (Career Services) or Recruiting Solutions (Located in Peoplesoft, under Manager Self-Service).</td>
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<td><strong>Employee is currently termed from all jobs at NDSU, rehire the employee</strong></td>
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<td>1. Post Positions in Handshake for 3 days – with Career &amp; Advising Center</td>
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<td>1. Submit Hire through the HCM Manager Self Service - New Hire Request. Attach a copy of the completed and signed Graduate Assistant contract and enter comments to include if Background was completed (encouraged to post positions in Handshake, unless department has an alternate recruitment process)</td>
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<td>2. Submit “Prepare Hire” to Payroll</td>
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<td>2. First Time NDSU hires – will receive an email to complete their address, birthdate and SSN in ESS, prior to receiving the I-9 email.</td>
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<td>3. Candidate will receive email to complete I-9 section 1 with instructions to complete section 2.</td>
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<td>3. Candidate hired by Payroll after the I-9 Section 1 and 2 are completed</td>
<td>3. Candidate will receive email after Payroll approves the hire</td>
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<td>4. Section 2 of I-9 must be done in person at HR office after “Prepare Hire” is submitted</td>
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6. Candidate hired by Payroll after the I-9 Section 1 and 2 are completed.
7. Department receives email after Payroll approves the hire.
8. Employee may start work.

Important Reminders and Tips

Hiring Information and Deadlines

- **Hires and Payroll Form Deadlines:** Be aware of deadlines and where Hires, Change Forms and Additional Pay forms need to route. Time & Labor and Absence Management (TLAB) modules are dependent on information being fully entered and approved in HRMS before the effective date. Hires and Change forms that are late may cause issues and delays with approvals for both Time & Labor and Absence Management.
  - All Prepare for Hires are due in Payroll Services with all required signatures at least 5 (Five) business days before the Hire Date.
  - All Change Forms and Additional Pay Forms are due in Payroll Services at least 2 (Two) Business days prior to the Effective Date. As an example, for August 16 Hires, the Prepare for Hire should be received by Payroll Services no later than Tuesday, August 9th. Hires, Payroll Change, and Additional Pay forms received after their effective date cannot be guaranteed to be entered, may not be accurate for time reporting, and may not be paid in a timely manner.
- **I-9 Deadlines:**
  - New Hire Not a Current Employee: After the Prepare for Hire is submitted by the department, the new hire, who is not a current NDSU employee, will be notified by email from i9complete@itracker.com to complete Section 1 and provide documents to HR for Section 2. When both sections of the I-9 are complete the hire will be approved and the individual who initiated the hire will receive an email notification. The employee cannot start work until the initiator receives the email that the hire has been approved. The employee will then receive an email from NDSU.hr@ndsu.edu to complete their On-Boarding Activity guide.
  - New Hire Currently Employed in Another Position: If the new hire is a current employee, the Hire will just be approved and department notified. The Hire will not be notified to complete a new I-9 or on-boarding.
• **Position Numbers**: Use the correct position number, tied to the correct job code for the work being done, for all employees. Information on job codes can be found at: [https://www.ndsu.edu/hr/administrativeoffice_toolbox/job_familyjob_code_information/](https://www.ndsu.edu/hr/administrativeoffice_toolbox/job_familyjob_code_information/)

• **Completion of Misc. Fields for Hires**: Do NOT fill in the Contract Length and Tenure Accrual fields when initiating MSS Hires for non-benefited employees. All of those fields should be BLANK as they are not used for non-benefited employees.

• **Compensation Rates**: Use the correct compensation rate for Hires and in the From and To sections of the DocuSign Payroll Change Forms.
  - Benefited employees are paid Annually, Contract, or Hourly.
  - Graduate Assistants and Part-Time Academic Staff are paid Monthly.
  - Temporary and Undergraduate employees are paid Hourly.

• **Use Accurate Standard Hours and FTE**: Reflect accurate standard hours and FTE on all Hires and Change forms. These fields are used for reporting, auditing and other important information. Do not leave these fields blank or report inaccurate information. Recent changes and updates for the Affordable Care Act (ACA) make these fields even more vital to be filled in and accurate. If they are left blank, you will be contacted and it will delay the form being entered. If you have questions on what job code, hours or FTE should be used for graduate student employees, part time academic staff employees or any employee, please contact HR/Payroll for assistance. Information is also available on the HR/Payroll website in the ACA toolbox at: [https://www.ndsu.edu/hr/aca_toolbox/general_information_sheet/](https://www.ndsu.edu/hr/aca_toolbox/general_information_sheet/).

• **Dining and Wellness Centers Only**: Be sure to check the Time clock box, select the correct group type and add the KABA group in the comments in the Prepare for Hire.

• **Employees Working Remotely**: A Remote Worksite Agreement is required if your primary place of employment will be located outside the state of North Dakota for more than 30 calendar days. Remote Worksite requests will not be approved for employment in California, Ohio or New York. If the work will be performed in a foreign country, a Remote Worksite Agreement must be approved prior to signing any agreement to perform work in that country. A Remote Worksite Agreement is recommended if your primary place of employment will be a remote worksite for an extended period of time within the state of North Dakota.

**Recruiting and Payroll Resources**

- Recruiting Solutions Information
- Handshake Information
- New Hire Request Form Instructions

**Payroll Form Links**

- Recruiting Solutions Hire – Log into Manager Self-Service in Peoplesoft
- Payroll Change Form Benefited – or - Instructions
- Payroll Change Form Graduate Assistant – or - Instructions
- Payroll Change Form Temporary-PTA – or - Instructions
- Additional Pay Form -or - Instructions
Payment Information

- **Hourly Payroll and Funding Corrections**: Do not use the Timesheet/Time & Labor screens to make payroll or funding corrections for time that has been previously reported and paid. If an error in hours or funding occurred on a previous pay period that has already completed and paid, the department must contact Payroll Services for pay corrections and/or the appropriate Budget office for funding corrections.

- **Submit Payments Timely**: Additional pay forms are due, prior to the work starting. Do not hold or delay payments to employees while waiting for grants or other funds to be approved, class sizes to adjust, or even if the employee requests it. Payment for work must be made as the work is being done, it should never be delayed for any reason.

- **Partial Pay Periods**: When an employee is hired, termed, or on leave in the middle of a pay period, the employee will only be paid for a partial pay period. The employee will not receive a full pay period salary. For example, if an employee is termed effective dated 8/11/17, the employee will only receive pay for 8/1-8/11. He/she will not be paid for 8/12-8/15.

- **Pay Lag Reminder**: NDSU pays employees on a half month pay lag. For example: The pay period of August 16-31, is paid on September 15. The pay period of September 1-15 is paid on September 30.

- **FICA Exemption for Students**: Undergraduate and graduate student employees are required to be enrolled at least half time at NDSU in order to be exempt from FICA. During the standard August-May academic year, undergraduate students need to be registered for a minimum of 6 credits; graduate students need to be registered for a minimum of 5 credits. If a student employee is registered for less than the minimum credits he/she will have FICA withheld from their wages and the department will have required FICA matching charged to their funds.

- **International Students**:
  - International employees, with employment eligibility, are able to start work immediately, even though they may not have a Social Security Number. They do need to complete their I-9 prior to starting work and apply for a Social Security number as soon as possible.
  - Maximum hours International students can work per week:
    - Last Week of Summer Break – August 14-August 20 - 40 hours per week
    - School is in Session-August 21-December 17 – 20 hours per week
    - Winter Break – December 18-January 7 – 40 hours per week
  - During Official NDSU Breaks (Winter, Spring, and Summer Breaks only)
    - If a non-exempt employee (such as an F-1 or J-1 student) works for NDSU over 40 hours in one workweek (defined at NDSU as Sunday 12:01 a.m. to Saturday midnight), that employee is entitled to either overtime pay or compensatory time off at the rate of time and one-half of their regular rate of pay. These extra hours during winter, spring or summer break must be approved by your department supervisor(s) prior to working over 40 hours. We note a maximum of 40 hours to align with this overtime rule from NDSU Payroll - however, there is no immigration/vISA implication if an F-1 or J-1 student works more than 40 hours in one NDSU workweek during official NDSU breaks.
• HR and Payroll Contacts
  o Recruiting Solutions – Cindy Breyer (Lucinda.breyer@ndsu.edu) or David Terfehr (David.terfehr@ndsu.edu)
  o Handshake – Career and Advising Center (ndsu.cac@ndsu.edu)
  o I-9 Questions – ndsu.hr@ndsu.edu
  o New Hire Request Page – Sheila Tindall (Sheila.tindall@ndsu.edu) or Julie Giffey (julie.giffey@ndsu.edu)
  o Payroll Change Forms - Sheila Tindall (Sheila.tindall@ndsu.edu) or Julie Giffey (julie.giffey@ndsu.edu)
  o Additional Pay – Amanda Hamre (Amanda.hamre@ndsu.edu) or Deanna Boucher (Deanna.boucher@ndsu.edu)
  o TLAB and Absence Management – ndsu.payroll@ndsu.edu