SECTION 127
SALARY OR STIPEND – PART-TIME ACADEMIC STAFF OR GRADUATE ASSISTANT

SOURCE: NDSU President

1. The Hiring Form 100 and/or Change Form 101 should be used to set up or make changes for individuals who will be paid on the installment method including part-time academic staff and graduate assistants.

2. Process payroll forms for part-time academic staff as follows:

   2.1 Complete the front and back page of the Hiring Form 100 and/or Change Form 101 completely and accurately, excluding those areas marked Human Resources/Payroll Use Only. Submit the original to:

      **Non-Broadbanded**
      Vice Provost for Faculty and Equity

      **Broadbanded**
      Associate Director of Human Resources/Payroll

3. The processing of appointments (Form 100) and Change Forms (Form 101) for graduate assistants is as follows:

   3.1 Complete the front and back page of the Hiring Form 100 and/or the Change Form 101 completely and accurately, excluding those areas marked Human Resources/Payroll Use Only. Submit the original to the Graduate School.

4. These procedures will not affect the processing of work-study or timeslip payroll procedures, see Section 128.

HISTORY:

New July 1990
Amended June 1996
Amended December 1999
Amended October 2007
Amended September 2008
Housekeeping July 2010
Housekeeping October 5, 2015