

North Dakota State University

Policy Manual

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
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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