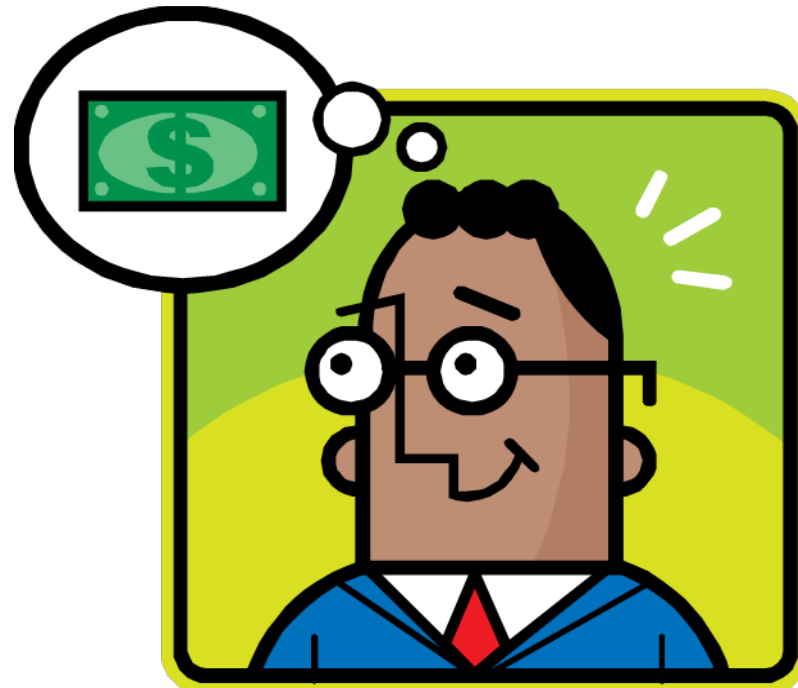# University Payroll

Most Important Question…

How do I get paid?

Why do students not enroll in direct deposit?

Answer:
"I didn't know I had to!"

- Direct deposit is mandatory for employment at NCSU.

- New Hires enroll in Direct Deposit through Employee Self Service.

- Rehires need to make sure direct deposit is still active. Re-enroll if no Direct Deposit information is Active.

- Changes to direct deposit account can not be made in Employee Self Service. Contact University Payroll by email to make a change to Direct Deposit information.

NC STATE
UNIVERSITY

Instructions

Please enter your banking information in the table below. You are allowed to enter up to three accounts. You may delete, move up or down or over write the data with new information. The last account listed must be a deposit type of 'Balance'. Your deposits will be distributed in the order listed based on your available net pay. After clicking the 'Next' button, you will be given an opportunity to review your final input before the data is saved.

Review, add or update your direct deposit information.   View check example

Direct Deposit Detail

*Account Type	Routing Number	Account Number	Update Account Number	*Deposit Type	Amount ($)	Move Deposit Order Up	Move Deposit Order Down	
Checking ▼	253177049	xxxxxxxxx3304	Update Account Number	Balance ▼		⇧	⇩	🗑

[Add Account]   Pay Statement Print Option

[Next >>]

NC STATE UNIVERSITY

University Controller's Office

THINK AND DO THE EXTRAORDINARY

The Campaign for NC State →

Home   About Us ˅   Accounts Payable ˅   General Accounting ˅   Financial Reporting ˅   Payroll ˅   Resources & Forms ˅   Recent News   🔍

For Payroll Coordinators

Special Pay Types

› Academic Year EHRA Faculty Appointments

› Additional Compensation

› Paying Foreign Nationals

› Longevity Pay

› Non-Salary Compensation

Training

› "Payroll Services – What you need to know" Workshop

Procedures

› Request an Off-Cycle Check

› Overdrawn Leave Processing

› Processing a Salary Overpayment

› Final Paycheck Deductions

› Employees Working Outside of North Carolina

Reports/Lists

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31	**1**	**2** 2R25 Supervisor Lockout at 5PM 2X24 Man Ck Cutoff NOON	**3** 2X24 Confirm	**4** 1X11 Off-Cycle Cutoff 5PM 2R25 Final Cleanup HR/Grad/Ben 5 PM 2R25 Timekeeper Lockout at 5pm 2X24 Dist. Complete	**5** 2R25 LOCKOUT 2X24 Payday 1R12 CTOD/LWOP by 5pm	**6** 1R12 Supervisors/ Managers Approve Pending Time by 5PM
7	**8** 1X11 Confirm 2R25 LOCKOUT/CONFIRM	**9** 1X12 Dist. Complete	**10** 2R25 Dist. Complete	**11** 1R12 EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM	**12** 2R25 Payday 1R12 HRIM Lockout 1R12 Timekeeper Approvals & Return LOA by 6PM	**13**
14	**15** 1X11 Payday 1R12 HRIM Lockout 1R12 Final Cleanup HR NOON/Ben 5pm 1R12 DIP to Payroll by 2pm	**16** 2X25 Man Ck Cutoff NOON 2R26 Supervisor Lockout at 5PM 1R12 LOCKOUT	**17** 2X25 Confirm 1R12 LOCKOUT	**18** 2R26 Final Cleanup HR/Grad/Ben 5 PM 2R26 Timekeeper Lockout at 5pm 2X25 Dist. Complete 1R12 LOCKOUT 1R12 Auth & Supp Pay Approval Rpt to HRIM by 5PM	**19** 2X25 Payday 2R26 LOCKOUT 1R12 LOCKOUT/CONFIRM	**20**
21	**22** 2R26 LOCKOUT/CONFIRM	**23**	**24** 2R26 Dist. Complete 1R12 Dist. Complete	**25** 1R12 Direct Deposit Strip Off Deadline - NOON	**26** 2R26 Payday	**27**
28	**29** 2X26 Off-Cycle Cutoff NOON	**30** 1R12 PAYDAY 2R01 Supervisor Lockout at 5PM 2X26 Confirm	**July 1** 2R01 Final Cleanup HR/Grad/Ben 5 PM 2R01 Timekeeper Lockout at 5pm 2X26 Dist. Complete	**July 2** 2X26 Payday 2R01 LOCKOUT	**July 3** **INDEPENDENCE DAY HOLIDAY**	**July 4**

BI-WEEKLY PAYROLL SCHEDULE 2019-2020

Payroll ID	Pay Period Begin Date	Pay Period End Date	## Supervisor Lockout Deadline @ 5PM	## Timekeeper Lockout Deadline @ 5PM	Payroll Lockout - Time Records Taken By Payroll	Payday	Off Cycle Check Cutoff Noon	Off Cycle Check Payday	Holidays
20202R01	Jun 15	Jun 28	Jul 02	*July 3	Jul 05	Jul 12	Jul 16	Jul 19	
20202R02	Jun 29	Jul 12	Jul 16	Jul 18	Jul 19	Jul 26	Jul 30	Aug 02	Independence Day Thurs Jul 4
20202R03	Jul 13	Jul 26	Jul 30	Aug 01	Aug 02	Aug 09	Aug 13	Aug 16	
20202R04	Jul 27	Aug 09	Aug 13	Aug 15	Aug 16	Aug 23	Aug 27	Aug 30	
20202R05	Aug 10	Aug 23	*Aug 27	*Aug 28	*Aug 29	Sep 06	Sep 10	Sep 13	
20202R06	Aug 24	Sep 06	Sep 10	Sep 12	Sep 13	Sep 20	Sep 24	Sep 27	Labor Day Mon Sep 2
20202R07	Sep 07	Sep 20	Sep 24	Sep 26	Sep 27	Oct 04	Oct 08	Oct 11	
20202R08	Sep 21	Oct 04	Oct 08	Oct 10	Oct 11	Oct 18	Oct 22	Oct 25	
20202R09	Oct 05	Oct 18	Oct 22	Oct 24	Oct 25	Nov 01	Nov 05	Nov 08	
20202R10	Oct 19	Nov 01	Nov 05	Nov 07	Nov 08	Nov 15	Nov 19	Nov 22	
20202R11	Nov 02	Nov 15	*Nov 18	*Nov 19	*Nov 20	*Nov 27	Dec 03	Dec 06	
20202R12	Nov 16	Nov 29	Dec 03	Dec 05	Dec 06	Dec 13	Pay on 2R13	Dec 27	Thanksgiving Nov 28 - 29
20202R13	Nov 30	Dec 13	*Dec 16	*Dec 17	*Dec 18	**Dec 27	Dec 30	Jan 10	
20202R14	Dec 14	Dec 27	Dec 31	Jan 02	Jan 03	Jan 10	Jan 14	Jan 17	Winter Break Dec 23- Dec 27
20202R15	Dec 28	Jan 10	Jan 14	*Jan 15	*Jan 16	Jan 24	Jan 28	Jan 31	New Years Day Wed Jan 1
20202R16	Jan 11	Jan 24	Jan 28	Jan 30	Jan 31	Feb 07	Feb 11	Feb 14	ML King Jr. Mon Jan 20
20202R17	Jan 25	Feb 07	Feb 11	Feb 13	Feb 14	Feb 21	Feb 25	Feb 28	
20202R18	Feb 08	Feb 21	Feb 25	Feb 27	Feb 28	Mar 06	Mar 10	Mar 13	
20202R19	Feb 22	Mar 06	Mar 10	Mar 12	Mar 13	Mar 20	Mar 24	Mar 27	
20202R20	Mar 07	Mar 20	Mar 24	Mar 26	Mar 27	Apr 03	Apr 07	Apr 10	
20202R21	Mar 21	Apr 03	Apr 07	Apr 09	Apr 10	Apr 17	Apr 21	Apr 24	
20202R22	Apr 04	Apr 17	Apr 21	Apr 23	Apr 24	May 01	May 05	May 08	
20202R23	Apr 18	May 01	May 05	May 07	May 08	May 15	May 19	May 22	
20202R24	May 02	May 15	May 19	*May 20	*May 21	May 29	Jun 02	Jun 05	
20202R25	May 16	May 29	Jun 02	Jun 04	Jun 05	Jun 12	Jun 16	Jun 19	Memorial Day Mon May 25
20202R26	May 30	Jun 12	Jun 16	Jun 18	Jun 19	Jun 26	Jun 29	Jul 02	

To ensure timely insurance enrollment, appointments must be approved by 1st workday of month in which they are effective.

Departments set an earlier internal deadline by which employees must turn in timesheets.

** University is closed Dec 27, however Dir. Dep will post.

*Deviations due to holidays

Deadlines are 5 PM unless otherwise noted

Bi Weekly Payroll Schedule
July 2019 – June 2020

Pay Period Start Date	Pay Period End Date	Pay Date	*Deadline
June 15	June 28	July 12	July 7
June 29	July 12	July 26	July 21
July 13	July 26	August 9	August 4
July 27	August 9	August 23	August 18
August 10	August 23	September 6	August 29
August 24	September 6	September 20	September 15
September 7	September 20	October 4	September 29
September 21	October 4	October 18	October 13
October 5	October 18	November 1	October 27
October 19	November 1	November 15	November 10
November 2	November 15	November 27	November 20
November 16	November 29	December 13	December 8
November 30	December 13	December 27	December 17
December 14	December 27	January 10	January 5
December 28	January 10	January 24	January 16
January 11	January 24	February 7	February 2
January 25	February 7	February 21	February 16
February 8	February 21	March 6	March 1
February 22	March 6	March 20	March 15
March 7	March 20	April 3	March 29
March 21	April 3	April 17	April 12
April 4	April 17	May 1	April 26
April 18	May 1	May 15	May 10
May 2	May 15	May 29	May 21
May 16	May 29	June 12	June 7
May 30	June 12	June 26	June 21

*This is the last day an employee can enter direct deposit account information or change their tax withholding via Employee Self Service and be guaranteed it will be effective for that pay period.

Contact

Meghan Hart
Payroll Specialist
Phone: 919-513-7606
Email: meghan_hart@ncsu.edu

Asha Logan
Payroll Specialist
Phone: 919-513-3548
Email: arlogan@ncsu.edu

Regina House
Payroll Manager
Phone: 919-515-4355
Email: rbhouse@ncsu.edu

PAYROLL OFFICE
1220 Varsity Drive
Campus Box 7233
Raleigh, NC 27695-7233

919-515-4350
919-515-4320 (Fax)
payroll@ncsu.edu

INTERNATIONAL COMPENSATION AND TAXATION

Contact Information for International Taxation

Steve Thomas, Foreign National Tax Manager

sjthoma6@ncsu.edu, 515-2202

Emily Millican, International Compensation & Taxation Team Lead

eamillic@ncsu.edu; 513-3846

Kyra Murphy, International Compensation & Taxation Specialist

kamurph3@ncsu.edu

General e-mail address: ictquestions@ncsu.edu

Types of Taxable Compensation Per IRS

The IRS considers these items to be taxable income to a Foreign National:

- **Tax liability for the following types of payments is determined by International Taxation:**

  - Wages
  - Graduate Assistantships
  - Scholarships
  - Fellowships
  - Awards

- **Tax liability for the following types of payments is determined by the University Controllers Office:**

  - Stipends
  - Travel Reimbursements
  - Housing Allowances
  - Honoraria

Meetings

All Foreign National students and staff who are receiving payments through Payroll, scholarships, fellowships, or stipends from the University are required to meet with International Taxation.

Please ask your students and staff to use the link below to schedule an appointment:
https://ietncsu.acuityscheduling.com/schedule.php

Foreign National Vendor Payments

- All Foreign National vendor payments non-employees are processed through Accounts Payable in the University Controllers Office

- When a vendor request is submitted through the vendor center, Accounts Payable will review the payment for tax liability and advise regarding required documentation

Why is it so important for our Foreign Nationals to meet with the ICT Team?

- Foreign Nationals have a special set of tax guidelines that they must follow. Not being in compliance puts both the University and the Foreign National at risk of large penalties and fines.

- Foreign Nationals should meet with International Taxation, **BEFORE THE PAYMENT IS PROCESSED.**

- Many Foreign Nationals are exempt from Social Security and Medicare taxes. They will not receive this exemption automatically unless they meet with our office. ***This May Impact Your Budget***

Scholarships

- Scholarships are paid through the Financial Aid Office.

- Scholarships paid to Foreign National students will not be dispersed until the individual completes a tax assessment.

- In the Financial Aid system there is a "hold mechanism" which is controlled by International Taxation.

Payments to Employees Working Outside of the United States

- If you have a Foreign National or US Citizen working outside of the United States you must notify International Taxation.

- We may be required to collect certain documentation before the employee is sent abroad.

- We may have employment and taxation requirements in that country.

- We need to partner with your office as soon as possible.

International Compensation and Taxation

Contact Information

For appointments please e-mail:

ictquestions@ncsu.edu

Or

Go to online:

https://ietncsu.acuityscheduling.com/schedule.php

Jill Blitstein, International Employment Manager

International Employment

INTERNATIONAL EMPLOYMENT, I-9S, AND E-VERIFY

International Employment

- What we do:
  - Obtain nonimmigrant (temporary) status for faculty, staff or postdocs: H-1B, TN, E-3, O-1
  - Obtain immigrant (permanent) status via employment sponsorship for faculty or staff employees to get permanent residence ("green card")
    - NC State cannot sponsor postdocs for green cards
  - I-9 and E-Verify employment verification processes

International Employment

- Common HR employment issues for foreign national graduate students in F-1 status:
  - After graduation and after F-1 I-20 immigration document has expired, student cannot continue to work unless he/she has a valid EAD (employment card) in-hand
    - This may lead to gap in employment between I-20 end date and date student receives EAD card in mail
    - Student cannot work even if EAD card is in-hand _IF_ the start date on the card is a future date
    - No "volunteering" during this period – violation of university guidelines regarding unpaid work
  - Program end date on the I-20 form is the end date for employment authorization and is the date HR is tracking
    - If I-20 date changes, unit needs to complete an updated I-9 form with student, to track new employment end date

International Employment

- I-9 Employment Eligibility Verification Form
  - Required for all new hires (and some rehires) to university
  - I-9 Guardian: our electronic I-9 system in which we complete and store our I-9 forms; only trained and licensed system Users can complete I-9s for NC State
    - Foreign national students might have multiple I-9 forms, if program end dates (and therefore employment end dates) keep changing
- E-Verify program
  - Federal database that verifies employment eligibility of new hires
  - I-9 Guardian system sends I-9 data to E-Verify system, but
  - Valid SSN is required to send data to the E-Verify system
    - New foreign national grad students need to apply for and receive a valid SSN before we can finish the required E-Verify process

International Employment

- I-9 Reminders:
  - Foreign national graduate students can start working before they check in with OIS, BUT until OIS updates the government's SEVIS system (during check-in), we will have issues with E-Verify (inability to verify immigration status).
    - Big issue every July/August/September
    - Still must timely complete I-9; we just have to wait to do E-Verify
  - The I-9 hire date can/should be the date that the person actually shows up and starts to perform the services
    - Does not have to be the official first day of the semester
  - Communicate actual start dates of grad students with your I-9 Users in your college or department!
    - Can still complete I-9 even if job action not in JAR yet

STUDENT COURSE INSTRUCTORS

Graduate Teaching Assistants

- May be listed as Instructor for **undergraduate** courses IF:
  - The graduate student has completed a minimum of 18 graduate credit hours in the same or related discipline as the course
  - The graduate student has completed a master's degree

- Graduate Students should **never** be listed as an Instructor for **graduate** courses

STOP AUTHORIZED PERSONNEL ONLY

Instructor Types

- <u>Instructor of Record</u>- responsible for overall design and conduct of the course section, has ultimate responsibility for the final grade.

- <u>Classroom Instructor</u>- provides day-to-day classroom activities throughout the term, evaluates student work to determine achievement of learning outcomes for the final grade

- <u>Instructional Support</u>- is not responsible for planning or teaching a course section but supports the instructor by handling logistics, grading homework, guest lecturing, facilitating lab sessions, or supervising field placement

  - 18 graduate hours is not required for LAB component type
  - These support instructors can still be evaluated by ClassEval

REG 05.20.40- Instructor Qualifications

https://policies.ncsu.edu/regulation/reg-05-20-40/

Vanessa Doriott Anderson

Senior Director of Professional Development Programming

Director of Teaching and Communication Programs

The Graduate School

TEACHING ASSISTANTSHIP TRAINING

New TA Workshop ● Thursday, Aug. 6 and Friday, Aug. 7 ● go.ncsu.edu/taw

Certificate offerings have moved online (synchronous through Zoom) and are open to all graduate students and postdocs with an interest in teaching

Teaching and Communication Certificate ● go.ncsu.edu/tcc

Changes to New TA Workshop (2020)

- Completely virtual
- Synchronous through Zoom
- Recordings will be available for those who can't attend
- Spread out over two mornings to reduce Zoom fatigue
- Increased emphasis on remote instruction
- Priority is new TAs but all are welcome to attend
- Will resume in-person training when conditions permit

Graduate Assistantships & Fellowships

Richard Corley

Appropriate Dates

Teaching Assistants

- Can only work during the academic year.
  - Fall Semester 8/5/XX-12/31/XX
  - Spring Semester (TBA)
  - Yearlong Appointments (Not Available)
- International students may receive payment after graduating, but must stop working.

All Other Assistantships

- Allowed throughout the year.
- We encourage all assistantships to use semester dates, however, alternative dates are allowed.
- May be started the summer prior to first semester.

Website Resources

grad.ncsu.edu/faculty-and-staff/student-funding/

- Find FAQs, manuals, calendars, policy explanation and more on our website!

Grad Payroll Worksheet

- Worksheet has auto-terms, payroll calendar, email contacts, important websites and payroll monitor tools.

BIWEEKLY PAYROLL CALENDAR
https://controller.ofa.ncsu.edu/payroll/for-payroll-coordinators/

PAY CYCLES BY SEMESTER
July 1, 2018 thru December 31, 2018 = 13.1 pay cycles
July 1, 2018 thru June 30, 2019 = 26.1 pay cycles
August 16, 2018 thru December 31, 2018 = 9.9 pay cycles
August 16, 2018 thru May 15, 2019 = 19.5 pay cycles
August 16, 2018 thru August 15, 2019 = 26.1 pay cycles

AUTO-TERM CALENDAR
If an appointment has an Auto-Termination date in Job Data then a separation row will automatically be entered three weeks prior to the separation date. No action required by the department. A Job is run every Wednesday night to capture planned exit dates through the next 23 days.

EMAIL LISTS
HR Connections: https://hr.ncsu.edu/hr-listserv/
Grad HR Representative: https://grad.ncsu.edu/faculty-and-staff/student-funding/updates-and-listserve/

WEBSITES
Student Funding Webpage: https://grad.ncsu.edu/faculty-and-staff/student-funding/

Auto-Term Run Date	Planned Job End Date Falls on or Before
June 13, 2018	July 6, 2018
June 20, 2018	July 13, 2018
June 27, 2018	July 20, 2018
July 4, 2018	July 27, 2018
July 11, 2018	August 3, 2018
July 18, 2018	August 10, 2018
July 25, 2018	August 17, 2018
August 1, 2018	August 24, 2018
August 8, 2018	August 31, 2018
August 15, 2018	September 7, 2018
August 22, 2018	September 14, 2018
August 29, 2018	September 21, 2018
September 5, 2018	September 28, 2018
September 12, 2018	October 5, 2018
September 19, 2018	October 12, 2018
September 26, 2018	October 19, 2018
October 3, 2018	October 26, 2018
October 10, 2018	November 2, 2018
October 17, 2018	November 9, 2018
October 24, 2018	November 16, 2018
October 31, 2018	November 23, 2018
November 7, 2018	November 30, 2018
November 14, 2018	December 7, 2018
November 21, 2018	December 14, 2018
November 28, 2018	December 21, 2018
December 5, 2018	December 28, 2018
December 12, 2018	January 4, 2019
December 19, 2018	January 11, 2019

Auto-Term Run Date	Planned Job End Date Falls on or Before
December 26, 2018	January 18, 2019
January 2, 2019	January 25, 2019
January 9, 2019	February 1, 2019
January 16, 2019	February 8, 2019
January 23, 2019	February 15, 2019
January 30, 2019	February 22, 2019
February 6, 2019	March 1, 2019
February 13, 2019	March 8, 2019
February 20, 2019	March 15, 2019
February 27, 2019	March 22, 2019
March 6, 2019	March 29, 2019
March 13, 2019	April 5, 2019
March 20, 2019	April 12, 2019
March 27, 2019	April 19, 2019
April 3, 2019	April 26, 2019
April 10, 2019	May 3, 2019
April 17, 2019	May 10, 2019
April 24, 2019	May 17, 2019
May 1, 2019	May 24, 2019
May 8, 2019	May 31, 2019
May 15, 2019	June 7, 2019
May 22, 2019	June 14, 2019
May 29, 2019	June 21, 2019
June 5, 2019	June 28, 2019
June 12, 2019	July 5, 2019
June 19, 2019	July 12, 2019
June 26, 2019	July 19, 2019
July 3, 2019	July 26, 2019
July 10, 2019	August 2, 2019

NC STATE UNIVERSITY

Calendar/Deadline Reminders

grad.ncsu.edu/faculty-and-staff/student-funding/

- All appointments should be entered **prior to the start date.**
- Next Gen allows actions to be entered **60 days prior to the start of the appointment.**
  - For August 5th hires, the 60-day window opened Saturday, June 6th.
- Auto-Term rows are entered Wednesday night, three weeks prior to the expected job end dates.
  - Rehires cannot be entered until after the separation is entered and modifications must be entered prior to the auto-term.
  - For August 4th job end dates, the auto term ran on July 15th.
    - All Modifications should have been made before July 15th. After July 15th, you can only enter New Grad Appointments or Rapid Rehires.
- **Check out the calendars on our website for more information!**
  - The first Fall pay day for August 5th hires is August 21st

Stay Connected

"Grad Dept & College Reps" Google Group
group-grad-dept-college-hr-reps@ncsu.edu

University HR Connections
hr-connections@lists.ncsu.edu

grad-fellowships@ncsu.edu

gradschool-assistantships@ncsu.edu

Graduate Student Support Plan (GSSP)

Dare Cook
GSSP Manager

What is the GSSP?

The Graduate Student Support Plan (GSSP) is a financial support package to attract top students to NC State University.

Graduate students eligible for the Plan receive tuition and health insurance support at no cost to them.

Size & Scope

Participation:

Over **3,600** students per year; **~ 46%** of all on-campus graduate students

Funding:

FY 2020 | Over **$56.6 million**

- **$ 38.8M – Graduate School (Provost allocated funding)**
- $ 17.7M – Other Funding Sources (non-state funding sources, including grants)

Eligibility Requirements

- **Active in an on-campus master's or PhD degree program**
  - Distance Education (DE) and graduate certificate program students do not qualify for the Plan.
- **Active, qualifying graduate appointment**
  - Fellowship, RA, TA, RA/TA, or Extension Assistantship
  - At least, $8,000 annualized
  - Begins on or before Census Day
    - Must extend, at least, 30 days beyond the first day of classes (to initially qualify) and through the semester's duration to receive full benefits.
- **Enrolled full-time, at all times**
- **Within allowed semesters for *tuition support*** (fall & spring only)
  - Master's – 4 semesters
  - PhD with a previous master's – 8 semesters
  - PhD without a previous master's – 10 semesters

*See GSSP Eligibility Summary for complete details.

Determining Eligibility in MyPack Portal

Access Grad Support in MyPack Portal: https://mypack.ncsu.edu/
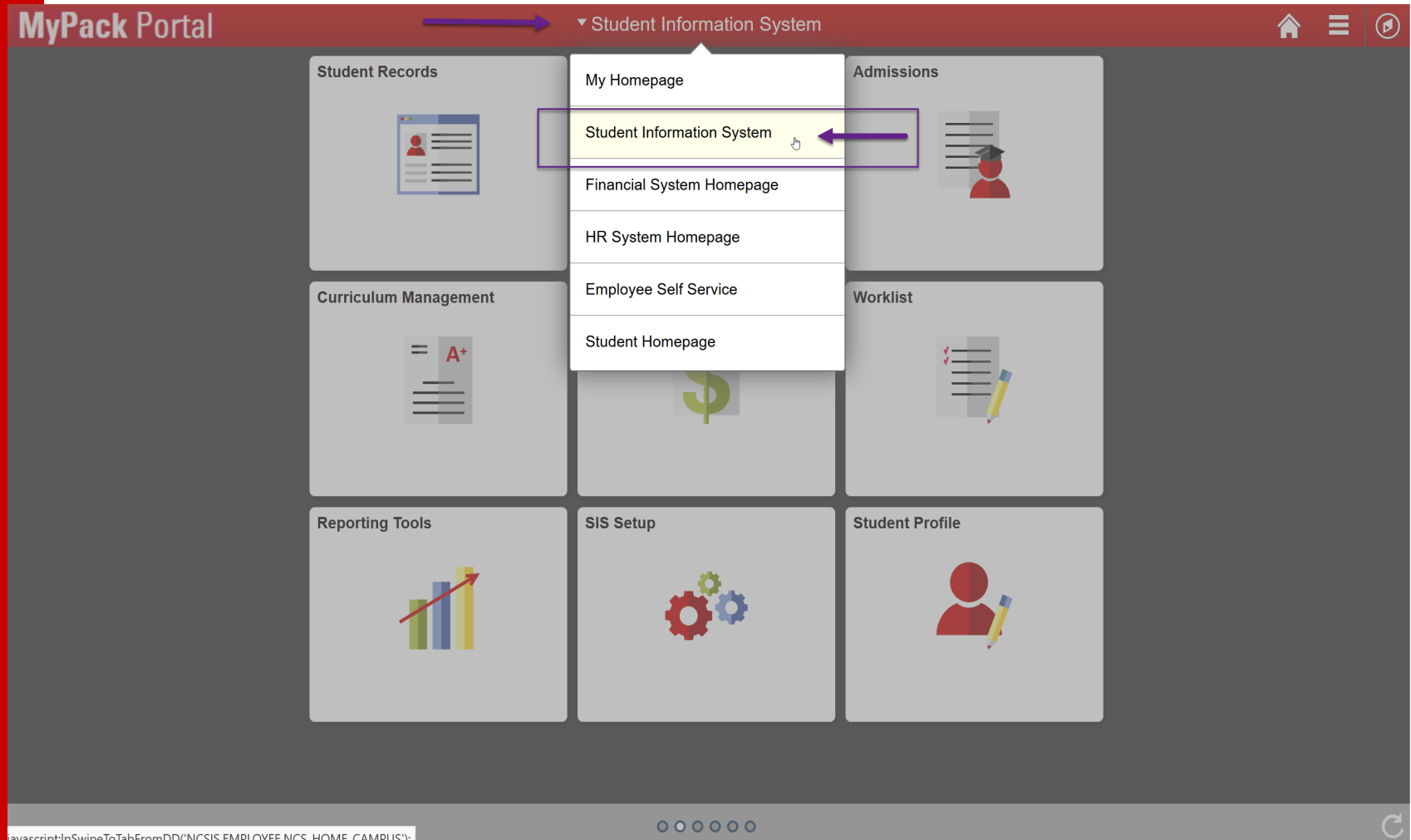
Determining Eligibility in MyPack Portal

Determining Eligibility in MyPack Portal

Student Information System · **Campus Finances**

Eligibility | Funding | Tuition | Insurance

Previous Related Master's	GSSP Admit Term		Residency	Groups
Yes: ☑	GSSP Admit Term 2148 2014 Fall Term		2188 IN	
Overridden?: ☐	Overridden?: ☑ 2188 2018 Fall Term			

Program Stack Information

Career	Car #	Admit Term	Program		Plan		Status	Curr Load	Curr Units	Term
Graduate	2	2188	PB	Plant Biology	11PBPHD	Plant Biology-PHD	Active	Full-Time	9.000	2208
Graduate	0	2148	PHY	Physiology	11PHPMR	Physiology, Poultry Sci-MR	Completed			
Graduate	1	2151	GCERT	Graduate Certificate	11MOBCTG	Molecular Biotech Grd Cert-CTG	Completed			

GSSP Eligibility

Eligibility | Override Details | Department Approval Details

Term		Class	Progress Units	Academic Load	Census Units	Census Academic Load	Insurance	In-State	TR	BAS	Do Not Prorate
2208	Fall '20	DR	9.00	Full-Time			☑	☑	☐	☐	☐
2201	Spring '20	DR	12.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2198	Fall '19	DR	9.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2191	Spring '19	DR	9.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2188	Fall '18	DR	9.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2161	Spring '16	MR	10.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2158	Fall '15	MR	10.00	Full-Time	13.00	Full-Time	☑	☑	☐	☐	☐
2151	Spring '15	MR	18.00	Full-Time	15.00	Full-Time	☑	☑	☐	☐	☐
2148	Fall '14	MR	11.00	Full-Time	11.00	Full-Time	☑	☑	☐	☐	☐

▼ Assistantship Data

Rcd#	Effective Date	Seq#	Action	Action Date	Appointment End Dt	Dept		Payroll Status	Empl Class	Job Code	Annual Rate
3	01/01/2020	0	REH	01/08/2020	12/31/2021	110801	Plant and Microbial Biology	Active	GRD	A148	26300.000

View All Assistantship Data

▼ Assistantship Distribution Data

Rcd#	Effective Date	Action Date	Seq#	Department		Project/Grant		Distrb %
3	06/13/2020	05/14/2020	0	110801	Plant and Microbial Biology	583347-02698	Collaborative Crop Resiliency	100.000

View All Assistantship Distribution Data

▼ Fellowship Data

#	Effective Date	Status	Project/Grant		Amount	Start Date	End Date	Comment		
2	07/21/2020	Active	762488	AgBioFews	4000.00	08/01/2020	08/31/2020	New Award	RBCORLEY	07/21/20 12:42:47PM

View All Fellowship Data

Receiving Benefits

Once a student actively meets all eligibility requirements ahead of Fall or Spring semester, the Graduate Support System *automatically*:

- Creates a tuition award,
- Adds the student to the NCSU RA-TA Health Insurance Plan (8/1 or 1/1), and
- Applies benefits to the student's billing account.

BUT, timely action on the part of the student and appointment sponsoring program is *important*. The student is <u>ineligible</u> for GSSP benefits if <u>eligibility requirements are not met by **Census Day** each semester.

If a student fails to <u>meet **all** GSSP eligibility requirements at all times</u>, they may lose all or a portion of their benefits.

GSSP Exceptions

Exception requests may be submitted by the DGP or GSC

Fall 2020 exceptions will not be considered after Census Day except in extreme circumstances

[GSSP Exception Request Form](#)

GSSP Funding

GSSP Funding Structure:

go.ncsu.edu/gssp-funding

GSSP Resources for Administrators

GSSP for Administrators:

go.ncsu.edu/gssp-admin

Training

To request GSSP training contact:

Dare Cook, GSSP Manager

decook@ncsu.edu

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