Welcome

Annual Graduate Student HR Representatives Meeting
Thank you
Michael Walker, Assistant Dean
The Graduate School
Office of International Services

Mollie LoJacono
Assistant Director
OIS Updates

• Staff Directory updated with new advisor liaisons: https://internationalservices.ncsu.edu/about-ois/staff-directory-4/

• New immigration software within next year
  • Will allow us to move to paperless submissions
  • OIS form signatories will have user access
  • Training will be developed for department users
On-Campus Employment: Spring/Fall

• Max of 20 hours/week in Fall & Spring semester.
  • This is a statutory limit. **No one**, not even OIS can make an exception or “approve” going over 20 hours/week.
  • Each **week** is limited to 20 hours; cannot look at it as an average of 20 hours/week over a 2 week pay period.
  • Students with .5 FTE assistantships are maxed out and cannot accept any additional on-campus employment.
• Please review student’s employment before adding
# On-Campus Employment: Summer

- Maximum hours depends on whether Summer is first or final semester of enrollment.

<table>
<thead>
<tr>
<th></th>
<th>On-campus employment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First semester of</strong></td>
<td>Maximum 20 hours/week.</td>
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<tr>
<td>enrollment</td>
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<tr>
<td><strong>Final semester of</strong></td>
<td>Maximum 20 hours/week. All appointments must end as of last day of final exams for Summer 2 (or potentially earlier if student applies for OPT based on defense date within the summer session)</td>
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<tr>
<td>enrollment</td>
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<tr>
<td><strong>Not first or final</strong></td>
<td>No hours limitation, OIS announces in student newsletter the dates of summer during which students may exceed 20 hours per week of employment.</td>
</tr>
<tr>
<td><strong>semester of enrollment</strong></td>
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Off-Campus Employment

• Off-campus employment is any employment not physically located on NCSU campus OR not paid by NCSU.

• Off-campus employment always requires written authorization from OIS and sometimes USCIS.

• Please encourage students to consult OIS if they have any employment opportunity that takes place off-campus or is paid by an entity other than NCSU.
  • Most frequent situation we see unauthorized off-campus employment is when student is conducting research at another institution and receiving pay.
Employment Violations

• Students are ultimately responsible for knowing and following the rules, but there are ways hiring departments can help:
  • Timely submission of hiring actions
  • Correcting clock-in/clock-out errors

• Payroll office now runs reports to identify students who exceed allowable hours of on-campus employment.
  • OIS contacts students after a period of time has passed during which student can correct time sheet (if incorrect).
Employment Violations

• *Confirmed* employment violations carry severe consequences

• Student must take immediate action to “fix” their status by traveling and re-entering the U.S. on a new SEVIS record

• Students lose benefits for off-campus employment eligibility for 1 academic year (with no ability to regain eligibility if less than 1 year remains to degree completion)

• USCIS’s Unlawful Presence Policy
  - 3 or 10 year bar depending on time since violation
  - Policy currently under review by court
Thank you!
University Payroll
Most Important Question...
How do I get paid?
Why do students not enroll in direct deposit?
I didn’t know I had to!
• Direct deposit is mandatory for employment at NCSU.

• New Hires enroll in ESS.

• Rehires need to make sure direct deposit is still active. Re-enroll if no info.

• Give pamphlets to students and tell them to read it. Everything they need to know to get paid is in it.

• Changes to direct deposit can not be made in ESS.
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 overwrite 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.

Direct Deposit Detail

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<tr>
<th>*Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Update Account Number</th>
<th>*Deposit Type</th>
<th>Amount ($)</th>
<th>Move Deposit Order Up</th>
<th>Move Deposit Order Down</th>
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Add Account

Pay Statement Print Option

Next >>
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
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<th>Monday</th>
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# Bi Weekly Payroll Schedule

**January 2017 – June 2017**

<table>
<thead>
<tr>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
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<td>June 3</td>
<td>June 16</td>
<td>June 30</td>
<td>June 25</td>
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</tbody>
</table>

*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
Interim Payroll Director
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)
hrpayroll@ncsu.edu
Parking Options

- Graduate Student’s may purchase a permit through ncsu.aimsparking.com starting in July 16, 2018.
- Permits are sold on first come first served basis and remain semester based. Fall, Spring, Summer I & II or Full Summer
- New Permit Type – “CB” (Centennial Biomedical) – permit is exclusively for Vet School students.
- ES King and Western Manor students may purchase an RH or commuter permit.
- Dan Allen remains Graduate & Employee only. Beginning July 2020 employee “DDE” only allowed in Dan Allen.
# Commuter 2-Year Parking Permit Rates

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<tr>
<th>PERMIT TYPE</th>
<th>COST – 2019/2020</th>
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<td>Summer Full</td>
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Thank You

Chris Dobek
Parking Service Manager

cddobek@ncsu.edu
919-515-1603
International Compensation and Taxation
Contact Information for International Taxation

Emily Millican, International Compensation & Taxation Specialist
eamillic@ncsu.edu; 513-3846

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://ietnncsu.acuitiescheduling.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.acuitiescheduling.com/schedule.php
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<th>Graduate Student (Type)</th>
<th>Manager's Safety Orientation Checklist*</th>
<th>Emergency Procedures</th>
<th>Chemical Hygiene Plan</th>
<th>Hazard Communication</th>
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<th>Other</th>
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<td>Student who attends classes on campus, no research</td>
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<td>Student works in Research Lab with Chemicals</td>
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<td>Student works in Research Lab with hazardous equipment, but no chemicals, biological or radioactive agents</td>
<td>x</td>
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<tr>
<td>Student works in Research lab with chemicals, biological and/or radioactive agents</td>
<td>x</td>
<td>-</td>
<td>x</td>
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<td>x</td>
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<tr>
<td>Student performs field work/research where chemicals are used</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>x</td>
<td>-</td>
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<tr>
<td>Student does field work/research without chemicals</td>
<td>x</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Student works with animals</td>
<td>x</td>
<td>-</td>
<td>maybe</td>
<td>-</td>
<td>maybe</td>
<td>maybe</td>
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<tr>
<td>Student is a Minor, in addition to other applicable items listed above</td>
<td>x</td>
<td>-</td>
<td>maybe</td>
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<td>maybe</td>
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</table>

* The Manager’s Safety Orientation Checklist reviews new employee’s training requirements, protective equipment needs, lab vs non-lab chemical training, emergency procedures, and documents the training. This checklist needs to be completed with the PI who will supervise the individual.
SOP – ANYONE who starts in your Department....

• Should be made know before start to the department administration (HR rep, etc)
  • If They Breathe Air…
  • Allows for Proper Orientation
    • Key Safety Information – Emergencies – Other Federal Requirements, including Training Matrix
  • Minors Requirements
NC State Safety Orientation Checklist

The NC State Safety Orientation Checklist provides an overview of health, safety and security topics for NC State employees and volunteers. As an introduction to our Environmental Health and Public Safety services and procedures, this checklist must be completed and reviewed with all new employees and volunteers with their manager, prior to beginning activities on campus. The new employee will register for the NC State Safety Orientation Checklist Course via REPORTER. The course materials will then be available in Wolfware (Moodle) Project Space. Help documents are available below for the manager to reference while assisting the employee. A new employee is an employee who is a new hire, transfer into a department from within the University, graduate student, or post doctoral student. Graduate students whose University activity is limited to class attendance do not require this training. For more information on Graduate Student training, please use this resource.
Section One: Security, Fire Alarms & Emergency Procedures

General Security and WolfAlert Communications

Campus safety and security is a shared responsibility. This video reviews the emergency information and communication tools, referred to as WolfAlert, used by Environmental Health and Public Safety to provide emergency situation updates to campus. Please watch the following WolfAlert Communications Awareness Video: WolfAlert Communication Video

Fire Alarms, Extinguishers and Evacuation Planning

Review the various building alarms, extinguishers and evacuation plans for your building:

- Describe the sound of the alarms, actions to be taken when an alarm sounds, evacuation routes, and assembly locations outside of your building.
- Walk the employee through primary and secondary emergency exit routes.
- Inform the employee if they have a disability or condition, now or in the future, whether temporary or permanent, they feel may hamper their ability to exit a building safely, they can confidentially contact the NC State Fire Marshall to develop an individualized evacuation plan.
- If the employee has been trained on the use of fire extinguishers, identify fire extinguisher locations and type of fire each extinguisher can be used on, if employee has not been trained, they should be instructed to evacuate the building after reporting the fire as noted above, and time permitting, from a safe location.
- Fire extinguisher training is available for employees via the NC State Fire Marshall's office.

Please refer to the following link for more information on fire emergencies: NC State Emergency Information for Fires

Emergency Reporting Procedure - Call 911

Report a medical, fire, or safety emergency to NC State Campus Police by dialing 911. You may also call 919-515-3000 or use a blue light emergency phone.

If your building has manual fire alarm pull stations, please indicate that the employee should pull the alarm when there is visible smoke, fire, or a gas leak.

Please refer to the following link for more information on different emergency circumstances
WolfAlert Emergency Information
SAFETY ORIENTATION
MANAGER’S SAFETY CHECKLIST FOR NEW EMPLOYEES,
STUDENTS, VOLUNTEERS

OBJECTIVE
To get started at NC State, each new individual should complete the Safety Orientation – Manager’s Safety Checklist with their supervisor/manager/PI.

SAFETY ORIENTATION CHECKLIST
The new individual, not manager/supervisor/PI, should navigate to go.ncsu.edu/SafetyChecklist and register for the course via REPORTER.

Review the Safety Checklist and check all the boxes in Sections 1, 2, 3, and 4.

Move next to the Training Assessment to determine specific safety training needed for your job or research needs. Only check the boxes that apply to your roles and responsibilities at NC State.

The individual will receive an email indicating that you are “tagged” to required courses in REPORTER, follow the course link provided to select the “Instance” that fits your needs:

- Online courses have only one instance and the course will be hosted in Wolfware (Moodle).
- Classroom courses will have instances by date.

Upon successful completion of the courses, you will receive a certificate via email within 24-48 hours; keep that copy for your records!

REPORTER
REPORTER is the NC State registration and recordkeeping system for non-credit training, conferences and other activities. Individuals can register for a wide-variety of training classes, including required, recommended or personal/professional development. REPORTER allows you to access your training records via a Training Summary.

For more information on REPORTER, visit go.ncsu.edu/REPORTER

EMAIL – env-health-resources@ncsu.edu
PHONE – 919.516.7915
Accident Reporting

**Life Threatening Emergency:**
**CALL 911** for emergency medical services.

**FIRST ensure treatment for the Injured Employee**

- CALL 911 for serious injuries and life threatening emergencies. If the emergency is in the Raleigh area, calling 911 will alert University Police and Fire Safety services.
- For non-serious injuries or incidents, go to an Authorized Medical Facility.
- Student employees should go to Student Health Services

**Summary of Work-Related Injuries and Illnesses OSHA Form 300A 2018**

**Forms:**

- **NCSU Supervisor's First Report of Incident** combination Incident report and investigation form.
- **Supervisor's Medical Treatment Authorization Form** NOT required for a medical emergency
- Take this form with the injured employee for the physician to complete
- **Workers' Comp Employee's Statement Form** The employee should complete and sign this form
- **Workers' Comp Use of Leave Option Form** The employee should complete and sign this form

Help with forms: Incident Report Forms Flowchart and Post-Accident Checklist
Workers’ Compensation

https://benefits.hr.ncsu.edu/workers-compensation/
What Is Workers’ Compensation?

• WC provides two significant benefits:
  ✓ Medical treatment
  ✓ Compensation for lost time from work

• Injuries by accident & certain occupational diseases that occur on the job

• Should be submitted to LAU for consideration ASAP
Workers’ Compensation

• Key Players:
  • NCSU Leave Administration Team, CorVel, Industrial Commission, Supervisor, EHS, Employee, and doctor(s)

• Who’s covered?
  • FT/PT Employees, Permanent/Temporary Employees, Post Docs, Temporary Employees with UTS, and Student Workers
Required Forms

*online forms*: (updates are made periodically)

https://benefits.hr.ncsu.edu/workers-compensation/

AND
Paperwork can be downloaded or emailed to the Leave Unit

• However if it is an
Then Follow the Medical Treatment Process

- Notify emergency services and/or report accident
- Ensure medical treatment
- Give employee the WC Treatment Authorization Form
- Send employee to an authorized medical facility
- Direct Postdoctoral Scholars and Student Workers to the Student Health Center
- For URGENT medical needs or if EMS is called Fax forms to the WCA at 888-317-2890 immediately.
- Complete forms required for injury reporting
  [https://benefits.hr.ncsu.edu/workers-compensation/](https://benefits.hr.ncsu.edu/workers-compensation/)

Contact Campus Police
- Serious injury 911
- Non-Serious 515-3000
Key Take-Aways

• Submit WC forms to EHS and WC timely!
• Email to **workerscomp@ncsu.edu** or fax to **888-317-2892**
• Maintain contact with your employee and the WCA
• Call us if you have questions!
Questions

https://benefits.hr.ncsu.edu/leave-programs/
Our team is here for your team

Thelma Speight-Farrar
- WC Administrator (WCA)
- 513-0106
- WC, Injury & Accident Reporting

Patti Sajecki
- HR Leave Consultant
- 515-4272
- WebLeave, FMLA-Maternity/Paternity, Comp time aging out, Voluntary Shared Leave, Scholarly reassignment
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
BREAK
Melissa Nosbisch, Coordinator, Administrative Board
The Graduate School

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
Instructor Types

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

- **Classroom Instructor** - provides day-to-day classroom activities throughout the term, evaluates student work to determine achievement of learning outcomes for the final grade.

- **Instructional Support** - 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/
Questions?

Melissa Nosbisch
mlnosbis@ncsu.edu
513-8096
Teaching Assistantship Training

Vanessa Doriott Anderson, Director
Teaching and Communication Programs
The Graduate School
New TA Workshop  ●  Wednesday, August 14, 2019  ●  go.ncsu.edu/taw
Dysfunctional Family Roles

- Hero
- "successful" one
- Enabler
- "super responsible"
- Scapegoat
- "acts out"
- Lost Child
- "withdrawn child"
- The Addict
- "problem"
Graduate Appointment Reminders & Updates

Richard Corley
Website Resources
grad.ncsu.edu/faculty-and-staff/student-funding/

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

**BIMONATHLY PAYROLL CALENDAR**
https://controller.ofa.ncsu.edu/payroll/hr/payroll-calendars/

**PAY CYCLES BY SEMESTER**
July 1, 2019 thru December 31, 2019 = 13.1 pay cycles
July 1, 2019 thru June 29, 2019 = 26.1 pay cycles
August 10, 2018 thru December 31, 2018 = 5.9 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-Termiation 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.

<table>
<thead>
<tr>
<th>Auto-Term Run Date</th>
<th>Planned Job End Date Falls on or Before</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13, 2018</td>
<td>July 6, 2018</td>
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<td>July 27, 2018</td>
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<td>July 11, 2018</td>
<td>August 2, 2018</td>
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<td>July 18, 2018</td>
<td>August 9, 2018</td>
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<td>July 25, 2018</td>
<td>August 16, 2018</td>
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<td>August 1, 2018</td>
<td>August 24, 2018</td>
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<td>August 8, 2018</td>
<td>August 31, 2018</td>
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<td>August 15, 2018</td>
<td>September 7, 2018</td>
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<tr>
<td>August 22, 2018</td>
<td>September 14, 2018</td>
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<td>August 29, 2018</td>
<td>September 21, 2018</td>
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<td>September 5, 2018</td>
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<td>September 12, 2018</td>
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<td>July 26, 2019</td>
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<tr>
<td>July 10, 2019</td>
<td>August 7, 2019</td>
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</tbody>
</table>

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

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

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

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

- All appointments should be entered **prior to the start date**.
- NextGen allows actions to be entered **60 days prior to the start of the appointment**.
  - For August 16\(^{th}\) hires, the 60-day window opened Monday, June 17\(^{th}\).
- 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 15\(^{th}\) job end dates, the auto term will run on July 24\(^{th}\).
    - All Modifications must be made before July 24\(^{th}\). After July 24\(^{th}\), 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 16th hires is September 8th
Fellowship Updates

• The 2019-2020 fellowship request form is available on the website.
  – https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/

• The first disbursement is August 22 and award forms are due no later than the 15th of the month to be paid out on time. (Please also remember GSSP deadlines.)

• Keep up with fellowships using the “Fellowship Dept Summary” tool (Navigator > SIS > Admin Services > Finances > FellowshipDept Summary)
Reminders for Newly Appointed Students

**Assistantships**

- Must sign up for Direct Deposit with Payroll
- Must have a [Tax Assessment](#)
- Must have SSN
  - Student can use their T&C, printed on letter head with ink signatures.

**Fellowships**

- Must sign up for direct deposit with Cashiers’ Office
- Must have a [Tax Assessment](#)
- No SSN needed

*All incoming international students must check in with OIS upon arrival.*
Graduate Student Support Plan (GSSP)

Caroline Ortiz-Deaton & Annie Erwin
What is the GSSP?

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

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

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

Funding:
FY 2018 | Over $56.6 million
• $38.8M – Graduate School (Provost allocated funding)
• $17.7M – Other Funding Sources (non-state funding sources, including grants)
Eligibility Requirements

(1) 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.

(2) 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.

(3) Enrolled full-time, at all times

(4) 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 or GSSP Handbook 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
### Determining Eligibility in MyPack Portal

#### Previous Related Master's
- **GSSP Admit Term**: 2150 2015 Fall Term
- **Overridden?**: No

#### GSSP Admit Term
- **GSSP Admit Term**: 2150 2015 Fall Term

#### Residency
- **Residency**: 2150 OUT

#### Groups
- **Groups**: XX23 GSSP-23 Provost DR Fellowship Inactive

### Program Stack Information

<table>
<thead>
<tr>
<th>Career</th>
<th>Car #</th>
<th>Admit Term</th>
<th>Program</th>
<th>Plan</th>
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<th>Curr Units</th>
<th>Term</th>
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### GSSP Eligibility

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<th>Academic Load</th>
<th>Census Units</th>
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<th>Insurance</th>
<th>In-State</th>
<th>TR</th>
<th>BAS</th>
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<td>2181 Spring'18 DR</td>
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### Assistantship Data

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View All Assistantship Data

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View All Assistantship Distribution Data

### Fellowship Data

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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*:

(1) Creates a tuition award,
(2) Adds the student to the NCSU RA-TA Health Insurance Plan (8/1 or 1/1), and
(3) 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 ineligible for GSSP benefits if eligibility requirements are not met by *Census Day* each semester.

If a student fails to meet all GSSP eligibility requirements at all times, they may lose all or a portion of their benefits.
Service Indicators for GSSP

- July 1st deadline for list of new students needing service indicators for GSSP sponsorship.
RA-TA Health Insurance
Fall 2019

• First RA-TA Plan coverage list will be submitted to Student Blue (BCBSNC) on July 15th.

• An updated list will be send every week until Census Day.
RA-TA Health Insurance Plan
2019-2020

• Students must be eligible for the GSSP (all eligibility requirements actively met) to be enrolled on the RA-TA Plan.
  • The RA-TA Plan is a student-based plan, not an employer-based plan.
• Coverage periods are the same for all RA-TA Plan members regardless of appointment type.

Coverage Periods:
• Fall = August 1 – December 31  (5 months)
• Spring/Summer = January 1 – July 31  (7 months)
RA-TA Health Insurance Plan
2019-2020

• RA-TA Health Insurance Plan benefits level remains unchanged at the Gold tier, including the option to enroll dependents.

• Rate for the full policy year is $2,503.80 (11.3% increase).

Coverage Billing:
  • Fall = $1,043.25 (August 1 – December 31)
  • Spring/Summer = $1,460.55 (January 1 – July 31)
GSSP Funding

GSSP Funding:

go.ncsu.edu/gssp-funding
### GSSP Funding

![Image of the page](image-url)

---

**Previous Related Master's**
- Yes: ☑️
- Overridden?: □

**GSSP Admit Term**
- GSSP Admit Term: 2158 2015 Fall Term
- Overridden?: □

**Residency**
- 2158 OUT

**Groups**
- XX23 GSSP-23 Provost DR Fellowship
- inactive

---

**Program and Stack Information**

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View All Assistantship Distribution Data

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View All Fellowship Data
GSSP Resources for Administrators

GSSP for Administrators:

[link to GSSP for Administrators]

[go.ncsu.edu/gssp-admin]
Training

To request GSSP training contact:

Annie Erwin, GSSP Manager
919-515-2293
alwhite7@ncsu.edu
Graduate Student Support Plan (GSSP)

Q & A

Caroline Ortiz-Deaton & Annie Erwin
alwhite7@ncsu.edu
ncstate-gssp@ncsu.edu
acortiz@ncsu.edu