

Personnel Procedures: Technicians, Post-Docs, Students

Department of Biology

Some basic “rules”

- Office staff are **not** responsible for notifying faculty members, grant-sponsored SPA staff, and graduate students when their contracts are scheduled to expire. Primary responsibility rests with the employees themselves, and secondary responsibility with their immediate supervisors, who should track inclusive dates of employment and notify the main office electronically well in advance of expiration. Minimum advance notice differs for particular categories of employees and is indicated below: the range is four to ten weeks because of the number of offices processing the paperwork.
- Please make appointments with Tracy in advance to discuss personnel issues. With 40+ FT and research faculty, we've grown too large to handle unexpected drop-in traffic.
- Graduate students should not bring independent paperwork requests to the office, nor should they feel authorized to negotiate special arrangements in the handling of their requests. All student requests must come through the Graduate Coordinator (for TAs) or the PI (for RAs). While the staff are happy to serve graduate students, the primary concern, given our size, must be to reduce traffic in the office in order to respond efficiently to everyone's needs.
- If there are problems with pay for graduate students, those issues must come through the Graduate coordinator (for TAs) or the PI (for RAs).
- PIs are responsible for ensuring that there is, or will be, sufficient money in a grant at the time of a hire, and for the duration of the contract, or else for providing Tracy with notice that an AOR may need to be filed.

Undergraduate Positions

Student Temp Wage:

1. The supervising faculty member should notify Tracy electronically of the request **4 weeks** in advance of the first expected pay day. The student may not initiate the process independently.
2. Tracy will need: Name, Address, Phone, Banner ID number, job title, how much to be paid per hour, how many hours per week, the fund number to be charged, and the name of the person who will do web-time entry to approve time at the end of each month.

3. Appointments cannot cross semester lines. This means they must be renewed each semester. The faculty member needs to remember to initiate paperwork with Tracy prior to the beginning of each semester.
4. Student must keep records of their time worked on web-time entry and the supervising faculty member must approve by the second business day of the following month.

Important Notes:

- Students must be enrolled for classes during the time they are employed. During the summer, the student must be registered for fall classes.
- All new employees must do I-9 verification through the student employment office. This must be done within three business days of their start date.

Graduate Student Positions

- In general, all TA paperwork is initiated automatically by the Graduate Coordinator and no action need be taken by the advisor or student.

For the initiation or renewal of RA positions:

1. The PI should notify Tracy of the action to be taken (new contract or renewal) via email. The graduate student is not authorized to make the request independently.
2. The graduate student must sign up for direct deposit and must be registered for courses at UNC Charlotte during the current semester. For summer RAs, the student must be registered for fall classes.
3. The employed student is responsible for notifying the PI well in advance of the deadline for contract renewal. The expiration date is noted on the contract signed by the student. If the student delays the request for renewal, it's likely that pay will be delayed as well.
4. The time between initiating paperwork and receiving a paycheck is about **8 weeks**. This is because the paperwork goes through the following seven offices: Department of Biology, Deans office, Graduate School, Sponsored Programs, Budget, Human Resources, and Payroll.

Important Notes:

- These contracts cannot cross semester lines. This means that RAs must be renewed each semester.
- There is no such thing as cutting emergency checks or rushing paperwork. The responsibility for timely pay is up to the employed student.

- If there is a problem with paperwork, the PI should notify Tracy, who will contact other offices as necessary. Do not directly contact other offices; it will only delay your service.

Non-Student Temporary Wage:

The PI should notify Tracy by email of the request **4 weeks** in advance of the first expected pay day. The employee may not initiate the process with Tracy.

1. Tracy will need: Name, address, phone, a one paragraph job description, how much to be paid per hour, how many hours per week, the fund number to be charged, and the name of the person who will do web-time entry to approve time at the end of each month.
2. Appointments cannot exceed 12 months. At the end of 12 months of continuous employment, the employee must take break of at least one month. At the end of that time a new contract can be initiated.
3. All new employees must do I-9 verification through the student employment office. This must be done within three business days of their start date.
4. Employees must keep records of their time worked on web-time entry, and the supervising faculty member must approve records by the second business day of the following month.

Post-docs

1. The PI should notify Tracy of the action to be taken. This notification must be in writing in the form of an email.
2. Tracy will need: name, the grant account number, salary, term of appointment (normally one year), last four digits of social security number, position description (on the appropriate form), official transcript, CV, three letters of recommendation, and an email from the employee indicating whether or not insurance is desired.
3. The time between initiating paperwork and receiving a paycheck is about **8 weeks**. This is because the paperwork goes through the following seven offices: Department of Biology, Deans office, Academic Affairs, Sponsored Programs, Budget, Human Resources, and Payroll.
4. There is no such thing as cutting emergency checks or rushing paperwork. The responsibility for timely pay rests with the PI.
5. If there is a problem with paperwork, the PI should notify Tracy, who will contact other offices as necessary. Do not directly contact other offices; it will only delay your service.

6. Renewal of PIs also requires 8 weeks lead time. The request must come to Tracy from the PI.

Non-Student Recruitment

SPA Recruitment off Grant

- The sponsoring PI should set up an appointment with Tracy 10 weeks in advance. The PI should have grant number, salary, and job description prepared prior to meeting with Tracy.

EPA Faculty or Staff Recruitment off Grant

- Set up an appointment with Tracy 10 weeks in advance. PI should have grant number, salary, and job description prepared prior to meeting with Tracy.

Non-Student Renewal

EPA Staff appointment renewal

- Send an email to Tracy 8 weeks prior to appointment expiration. She will need the grant number, appointment dates, and salary.
- The employee is responsible for knowing the appointment expiration date and notifying the PI in a timely manner for renewal.

EPA Faculty appointment renewal

- Send email to Tracy 8 weeks prior to appointment expiration. She will need the grant number, appointment dates, and salary.
- The faculty member is responsible for knowing the appointment expiration date. There will be no notification by the Department.