August 20, 2014

To: All Student E-TRAC Creators
From: Wanda Humphrey
Director of Payroll/Benefits & Retirement Services

Subject: Instructions for Fall 2014 and Spring 2015 Student E-TRAC Processing

The 1st DAY STUDENTS CAN BE EMPLOYED FOR THE FALL SEMESTER IS: 08/18/2014

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Job Class Code</th>
<th>Actions Type</th>
<th>For Semester</th>
<th>Key Dates/ Key Notes</th>
<th>Action Required</th>
<th>Subject to Retirement/Medicare</th>
</tr>
</thead>
</table>
| Student Assistant / Work Study | 1870, 1871, & 1872 | Student Express Reappointment | Fall 2014   | Sept 01, 2014 - Jan 29, 2015 | To process a pay rate change for active student employees that are not part of your Express Reappointments, complete an individual E-TRAC as follows:  
  • Action: Pay Rate Change  
  • Reason: Student Pay Rate Change  
  Notes: The effective date of student’s pay rate change must be the first day of the pay period. | No |
| Bridge Student Asst / Work Study | 1874, 1875 & 1876 | Any student working more than 20 hours per week must be appointed to Bridge classification | End Fall    | January 29, 2015    | If an active bridge position does not exist or the existing bridge position has a status of terminated, complete an E-TRAC as follows:  
  • Action: Employee Hire  
  If an active bridge position already exists, and the reappointment is to take place the date after the expiration date, complete an E-TRAC as follows:  
  • Action: Data Change  
  • Reason: New Temp Appointment | Yes |
| End Spring | May 31, 2015 | End Summer | August 31, 2015 |
| Non-Resident Alien Students | 1868 | New students to the University must have their SPAR form stamped by Internal Audit. | SPAR Stamp Date = Appointment end date | Most returning NRA students will have an appointment end date prior to the end of the month. You may appoint them on the day after their current appointment expires if the student is approved to work as of that date.  
  • Action: Date Change  
  • Reason: New Temp Appointment  
  Any pay rate change must be implemented effective the beginning of the pay period. Complete an individual E-TRAC as follows:  
  • Action: Pay Rate Change  
  • Reason: Student Pay Rate Change | No |
| Returning NRA students | | | | | | |
| Instructional Student Assistance (ISA) | 1150, 1151 & 1152 | Appointment letter creation | Time base change may impact retirement contribution rates (NRA students are exempt) | Appointment letters must be submitted to Payroll before E-TRAC can be processed and loaded. If an active ISA position already exists, and the reappointment is to take place the date after the expiration date, complete an E-TRAC as follows:  
  • Action: Date Change  
  • Reason: New Temp Appointment | Yes/No  
  (If the student works less than 20 hrs. /wk. then no. If more than 20 hrs. /wk. then yes.) |
Student Express Reappointment is now available. Please note that you may select up to 20 students per each Express Reappointment Transaction.

Whenever there is a gap between the expiration date and the reappointment date, a termination must be processed. Then an employee hire must be completed effective the first date the student works. Complete E-TRACs for students with gaps in their employment as follows:

First E-TRAC:
   → Action: Termination
   → Reason: End of Temp Appointment

Second E-TRAC:
   → Action: Employee Hire

Resignations/Separations for All Job/Class Codes:
If an employee resigns or is separated prior to the expiration date (graduation), a termination E-TRAC must be processed IMMEDIATELY. Hours worked for the month of separation must be submitted to the Payroll Division by way of a voucher with original signatures and not via self-service Timesheet.

If you have any questions or need further clarification, please contact your Payroll Specialist.

NOTE
   ▪ If using end dates other than those recommended, please indicate the reason for the alternate end date in the notes section.
   ▪ Effective and end dates on the appointment letter along with the pay rate must coincide with the E-TRAC.
   ▪ The effective date of student’s pay rate change must be the first day of the pay period.
   ▪ If a student will be working more than 20 hours per week, please indicate this in the notes section of the E-TRAC.
   ▪ Express Reappointment cannot be used for a pay rate change unless you are also reappointing the position where the appointment end date has expired.
   ▪ If a student worked in Bridge position for any part of the month, all hours must be Student Bridge for the entire month.(Including multiple positions)

REVISED January 21, 2015
   ▪ Changed the END DATE for the Spring Semester from June 30, 2014 to May 31, 2015.