

**OFFICE OF SPONSORED PROGRAMS  
POLICY AND PROCEDURE MANUAL  
PERSONNEL/HIRING GUIDELINES**

**Effective Date: August 1, 2006**

**Last Modified Date: August 1, 2006**

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**Purpose**

The purpose of these guidelines is to ensure that appropriate and timely steps are taken in order to hire personnel approved in sponsored program budgets.

**General**

All personnel, regardless of funding source, must be hired in accordance with Office of State Personnel hiring policies as incorporated by WSSU's Department of Human Resources (HR). HR provides comprehensive human resources services—including classification, recruitment, and selection advice and processing—for all SPA and EPA non-faculty positions.

HR is responsible for compliance with policies regarding benefits, salary, and leave administration, in addition to position management, unemployment compensation, workers' compensation, Americans with Disabilities Act, Family Medical Leave Act and staff development and training.

**PeopleAdmin**

The Department of Human Resources at Winston-Salem State University has implemented an Online Employment Application System referred to as PeopleAdmin in order to automate many of the previously paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit Positions
- Create and submit Hiring Requisitions
- View Applicants to your Requisitions
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your Requisitions

- More detailed screening of Applicants' qualifications – before they reach the interview stage

### **Existing Positions/Existing WSSU Personnel**

In order to place current WSSU employees on sponsored projects, a Personnel Budget Action Form must be completed to reflect the account(s) to which the approved salary should be charged to. This form must be routed through the system, including to the Budget Office and Contracts and Grants Accounting.

### **Existing Positions/New Hires**

In order to hire personnel for positions already in existence, recruitment and hiring procedures in the PeopleAdmin system must be followed.

### **Creating New Positions**

In order to create a new position and hire personnel, the “Create and Submit Positions” process will be the starting point in PeopleAdmin. Funds must be identified and a position number must be assigned by WSSU’s Budget Officer prior to proceeding with the “create” process in PeopleAdmin.

### **Employment of Temporary SPA Employees**

Temporary SPA employees may be hired by department heads and directors to meet immediate or short-term work requirements without advertising or EEO/AA monitoring. Following are descriptions of different types of temporary SPA employees:

**Temporary SPA Employee** – A temporary SPA employee is defined as any employee subject to the State Personnel Act. There is no expectation or commitment of continued employment whose duties are classified in accordance with the State of North Carolina classification system. Temporary appointments typically range from a few days to a few months. Temporary employees may not work more than 11 consecutive months (see policy and forms in Human Resources’ Public Folders).

Temporary SPA employees may be hired against SPA regular or temporary salary funds.

**Time-Limited Permanent SPA Employees** – A time-limited permanent SPA employee is defined as any employee subject to the State Personnel Act hired for a predetermined period (typically from six to 36 months, but not for less than six months) against a permanent SPA position supported by regular SPA or contract and grant salary funds. This type of appointment is distinguished from a temporary appointment by the longer length of employment and from a regular permanent appointment by its limited duration.

Pay rates are subject to prior approval by the Department of Human Resources based on the nature of the duties assigned and must be consistent with the classifications of permanent SPA positions. Pay rates are generally defined as hourly rates that may be defined as flat rates in certain circumstances.

Temporary employees do not receive state benefits and are not eligible to participate in optional deduction programs.

Time-limited permanent SPA employees receive the same state benefits rate as received by other permanent SPA employees.

**Assistance**

Contact the Department of Human Resources staff for training in PeopleAdmin and/or for further assistance in hiring personnel.