**Description**:

No-Pay Service appointments are for individuals providing a qualifying service, as described below, for which no payment is provided through the university payroll system. Although no-pay service appointments result in issuance of a NC State Unity Computing Account, they are not authorized solely for that purpose. Access is given as the result of a qualifying service not as a courtesy for past service or a means of maintaining relationships.

No-Pay Service appointments require advance approval and may require additional approval from the International Employment Office. At a minimum, requests should be submitted four weeks in advance and could take longer if requiring backgrounds checks or international employment processes. Background checks are not required for Emeritus and Retiree appointments. Effective dates will not precede the approval dates.

**Qualifying No-Pay Services**:

**Emeritus Faculty:** Emeritus/Emerita faculty are appointed according to [POL 05.20.02 – Emeritus/Emerita Faculty Status for Faculty and Senior Administrators](https://policies.ncsu.edu/policy/pol-05-20-02/) and remain active for up to five years. Emeritus faculty appointments are initiated only after Chancellor approval and are made in accordance with the terms of the letter from the Chancellor. The department coordinator of business services should complete the No-Pay Service Request Form and submit it along with the letter of approval from the Chancellor via CPAWS. These appointments do not require an additional letter of appointment other than the letter from the Chancellor. [[1]](#endnote-1)

Emeritus appointments will automatically terminate at the end of five years. A CPAWS should be submitted with a request to re-hire the Emeritus Faculty along with a new No Pay Service Request Form. The approval for the Chancellor is not required for Emeritus re-hires. The department coordinator of business services can monitor upcoming appointments that are scheduled to end by using one of the methods below.

* Auto-termination (auto-term) is a process that inserts a separation row in job data ***3 weeks prior*** to the “Expected Job End Date”
	+ Every Wednesday night the process identifies appointments flagged with an expected job end date within the 3 week window
* Avoid the unexpected surprise of the auto-term process:
	+ Keep track of the expected job end dates of unpaid appointments by using the HR Dashboard “Separation Monitor”

**OR**

* Run an available public HR system Query for a list of active unpaid appointments and their upcoming end dates:

**HR\_ACTIVE\_UNPAID\_ZNP\_END\_DATE**

**Retirees (not appointed emeritus status):** On occasion, but not required or routine, departments may elect to request that faculty or staff retain active status after retirement. This is only possible for actual retirements, not resignations. Departments must be willing to stay in contact with the retiree to ensure all security requirements are met (e.g., two-factor authentication, required security training, etc.). If desired, the department coordinator of business services should complete the No-Pay Service Request Form and upload it to a CPAWS request. These appointments do not require an additional letter of appointment and can remain active for up to five years. The department coordinator of business services should request that the appointment be terminated if/when it is no longer desired, or if the individual needs to be reappointed at the end of five years. [[2]](#endnote-2)

**Unpaid Faculty:** Unpaid faculty are appointed according to [REG 05.20.34 – Professional Faculty Ranks and Appointments](https://policies.ncsu.edu/regulation/reg-05-20-34/) and must meet all qualifications for the academic rank given. These are unpaid part-time (less than .75 FTE) appointments that may be held by:

1. Individuals employed primarily outside the university that provide academic service to the university such as teaching or an advisory role. This status may also be used when engaging an employee of another state agency or another university in the UNC System through a Dual Employment Agreement, but also must comply with REG 05.20.34. As the “borrowing agency” in the dual employment relationship, we do not pay the employee directly, but rather we transfer funds to their agency.
2. NC State employees whose primary appointment is EHRA non-faculty or SHRA who will also be teaching a course. These individuals may be given a secondary adjunct appointment by the department for which the course is being taught provided he/she meets the qualifications for rank. Adjunct appointments are unpaid and so if there is payment associated with the teaching that would be handled separately from the no-pay adjunct appointment.
3. Visiting faculty who are in residence at NC State and who retain their status in a position at another institution of higher education, research organization, or other entity with a significant research or educational mission.

The department coordinator of business services should complete the No-Pay Service Request Form and upload it to a CPAWS request. If approved, a letter of appointment will be provided and will specify the length of the appointment, which should not exceed three years. The letter will indicate the no-pay status. Upon acceptance, the department coordinator of business services should submit a copy of the signed letter via CPAWS. Background checks are required for all No Pay Faculty Appointments. Appointments will be set to automatically expire on the end date, but may be renewed when appropriate not to exceed three years. Subsequent visiting faculty appointments must be at least three years after the end date of the most recent visiting appointment. Specifically, there must be a three-year break between visiting appointments. A new No Pay Service Request form will be required for future appointments, and a new letter of appointment will be provided. The department coordinator of business services should submit a No-Pay Service Request Form via CPAWS at least four weeks prior to the automatic termination date for a reappointment. A new letter of appointment will be provided for renewals. [[3]](#endnote-3)

**Volunteers:** Volunteers generally perform service for civic, charitable, or humanitarian reasons. Examples of appropriate volunteer appointments include those who provide service and support such as supervision of student organizations or clubs, internship site supervisors, and advisory board members. Volunteer services must be offered freely without pressure or coercion, and without promise, expectation, or receipt of compensation, benefits, or expectation of priority for university employment. Individuals providing services related to no pay faculty appointments, like teaching, should be appointed as No Pay Faculty (Adjunct), not as Volunteers. Current employees may not volunteer for work or to put in additional time to do work associated with their paid position. The department coordinator of business services should complete the No-Pay Service Request Form and upload it to a CPAWS request. If approved, a CHASS Volunteer Agreement will be provided. After obtaining the signatures of the volunteer, supervisor, and Head, the department coordinator of business services should submit the Volunteer Agreement via CPAWS. Appointments will be set to automatically expire on the end date. Appointments may be renewed when appropriate but not to exceed one year. To renew an a volunteer appointment, the department coordinator of business services should submit a No-Pay Service Request Form via CPAWS at least four weeks prior to the automatic termination date for a reappointment. A new Volunteer Agreement will be provided upon approval. For volunteers engaging in research, the [Volunteer Researcher Agreement](https://generalcounsel.ncsu.edu/files/2015/06/Volunteer-Researcher-Agreement-N0019827xC1D49.pdf) should be completed and uploaded via CPAWS. [[4]](#endnote-4)

**No-Pay Service involving Research**:

**For No-Pay services involving research, begin the process at least two months before you would like the individual to arrive and do the following in order and prior to requesting the No-Pay Service appointment:**

Departments should visit the Office of Research and Innovation’s webpage for the [Research Visitor Submission Process](https://research.ncsu.edu/research-visitors/) and follow the step-by-step guidelines. Once the fully executed agreement has been sent back to the department by the Office of Research and Innovation, the department coordinator of business services should submit a CPAWS request with a copy of the fully executed Visiting Researcher Agreement and the No-Pay Service Request Form attached. The CPAWS request should be submitted at least four weeks in advance of the proposed start date. A letter of appointment will be provided. [[5]](#endnote-5)

**Background Checks and No-Pay Service involving Minors**:

In accordance with [REG 05.55.08 – Background Checks](https://policies.ncsu.edu/regulation/reg-05-55-08/), individuals who volunteer as part of a university-sponsored program or summer camp that is offered to pre-college-age minors are subject to background checks. In any cases in which a background check is required or requested, appointments will be delayed until the background check is endorsed.

Programs and activities involving minors are also subject to the requirements described in [REG 01.25.18 – Programs that Involve the Participation of Minors](https://policies.ncsu.edu/regulation/reg-01-25-18/). Individuals covered may include volunteers and other no-pay employees. Departments are responsible for ensuring programs and no-pay appointments comply with this regulation.

**Note:** Any exceptions to this policy will require Dean’s approval in advance. The department coordinator of business services should submit via CPAWS a No-Pay Service Request Form with the Dean’s signature of approval.

**No Pay Appointment to serve on Thesis/Dissertation Committee:**

External thesis/dissertation committee members and technical consultants do not require a Unity ID to serve on a Graduate Student thesis committee. For more details, please refer to the [NC State Graduate Handbook](http://catalog.ncsu.edu/graduate/graduate-handbook/advisory-committees/).

If such a committee member is involved in research beyond simply serving on the thesis committee and does require a Unity ID to access NC State facilities, then that individual is considered a Research Visitor and should go through the [Research Visitor Submission](https://research.ncsu.edu/research-visitors/) process. Once the fully executed agreement has been sent back to the department by the Office of Research and Innovation, the department coordinator of business services should submit a CPAWS request with a copy of the fully executed Visiting Researcher Agreement and the No-Pay Service Request Form attached. The CPAWS request should be submitted at least four weeks in advance of the proposed start date. A letter of appointment will be provided. [[6]](#endnote-6)

Processing Notes for HR Consultants:

All No Pay Appointments are hired in Peoplesoft JAR with the employee class No Pay.

1. Emeritus Faculty appointments are entered in the PeopleSoft JAR system with the letter from Chancellor uploaded. Action Reason-Hire Emeritus Status, Job Code-UP10 with emeritus faculty rank that corresponds to Chancellor’s letter. Emeritus appointments have an end date up to five years, at which time a new appointment is required. Emeritus appointments do not require background check. No additional letter is required beyond the letter from the Chancellor, which should be uploaded to JAR. [↑](#endnote-ref-1)
2. Retirees should be hired with Job Code-UP01. Retiree appointments have an end date up to five years, at which time a new appointment is required. Retiree appointments do not require a background check. No letter is required. [↑](#endnote-ref-2)
3. Non Research Faculty Appointments should be hired with Job Code UP11 with faculty rank requested. The appointment should have an end date within three years of the hire date and be setup to automatically terminate on that date. If serving as Instructor of Record related to this no-pay appointment, notate the job responsibilities in the background check comments box of the JAR request. Provide the approved letter for No Pay Faculty for new appointments and for reappointments to the department to be signed and returned. A copy of the accepted letter is required prior to appointment, which should be uploaded to JAR. [↑](#endnote-ref-3)
4. Volunteers should be hired with Job Code UP05. These appointments should have an end date within one year from the hire date and be setup to automatically terminate on that date. All volunteers require a background checks. Provide a Volunteer Agreement with the name, appointment dates, and description of services prefilled to the department to be signed and returned. A copy of the signed Volunteer Agreement is required prior to appointment, which should be uploaded to JAR. [↑](#endnote-ref-4)
5. Visiting Research Scholars should be hired with Job code UP02. Ensure step 3 of the form was completed and a copy of the fully executed Visiting Research Agreement should be uploaded to CPAWS. The appointment should have an end date within two years of the hire date and be setup to automatically terminate on that date. A background check is required. Provide the approved letter for Unpaid Research Scholar to the department to be signed and returned. A copy of the accepted letter with the accompanying terms and conditions and Visiting Research Agreement for unpaid appointment should be uploaded to JAR. [↑](#endnote-ref-5)
6. If a no pay appointee needs access to serve on a thesis/dissertation committee, follow the visiting research scholar process to hire into job code UP02. Once the appointment is active, an additional step is required to ensure that they can be added to the committee. First make sure that the academic rank panel is completed during the JAR process. Once the JAR is approved, a job action must be entered in Manage Job to update the tenure status using this [system guide](https://docs.google.com/document/d/1CVdIb9WnDlvgpLnoP6adIsOTfgend5Wp/edit). [↑](#endnote-ref-6)