



MEMORANDUM

To: Deans, Directors, and Department Heads

From: Steve Matson, Dean of the Graduate School
Bruce Carney, Executive Vice Chancellor and Provost

Date: June 3, 2010

Re: Monthly Payroll for EPA Students

We are writing to announce a new policy for students classified as EPA student employees. This policy will affect graduate and undergraduate students who are paid through the EPAWeb system.

Effective Fall 2010, students should be employed on the monthly payroll cycle only. Current practice varies across campus, and as we focus our efforts on increased efficiencies this move is particularly timely and necessary. We expect departments to find it administratively easier to employ students who have secondary appointments outside their academic departments, and for those receiving lump sum payments for additional duties, if all students are on the same pay schedule.

This new policy will not affect some schools and departments since many of you already pay on a monthly basis. But for others we recognize this change will be quite significant for you and your students. Therefore, the Graduate School will make available resources and tools to help students with personal financial planning. The Graduate School has planned a workshop in the late summer/early fall that will focus on budgeting skills, and each February we also host a tax responsibilities workshop with an IRS volunteer to help with tax questions. Information about both workshops will be sent to our graduate student listserv and will be posted on our website, <http://gradschool.unc.edu>. Feel free to advertise these workshops in your own department as well.

For those departments still paying students on a biweekly payroll we recommend that you inform your students of this change as soon as possible so they can make any necessary preparations.

To facilitate a change from biweekly to monthly payroll, HR facilitators will need to process an end of employment action and then initiate a new employment action.

- For students currently on the biweekly payroll, who are showing as active, but will NOT receive pay throughout the summer, please process an end of employment action immediately. If the student will be reemployed in the fall semester, initiate a new action using the monthly payroll cycle.
- For students currently on the biweekly payroll, who are showing as active, and will receive pay throughout the summer, the end of employment action should be done by August 1, and a new employment action completed using the monthly payroll cycle.

We suggest completing payroll actions as soon as possible to avoid possible delays in payments to students. A copy of this memo will be sent to HR Facilitators, Business Managers and Student Services Managers. If you have any questions, please contact Beverly Wyrick at 962-6318 or bwyrick@email.unc.edu.

Thank you.