

Dear CS MS & Undergraduate Students:

If you are interested in a CS grader position for Fall 2010, you can apply online at

<http://www.coit.uncc.edu/GraderApplication/index.asp>

by August 15, 2010. The Department policy on the student graders is attached below.

Sincerely,

K. Chen

General Guidelines for all Hourly Student Graders

Department of Computer Science

Updated August 31, 2009

1. All hourly students must complete a monthly timesheet using Banner Web Time Entry. Students can log-in to Web Time Entry via 49er Express at <https://49erexpress.uncc.edu/cp/home/displaylogin>. User Guides may be found at <http://www.finance.uncc.edu/Banner/WebTimeEntry.html>.
2. Via Web Time Entry, student temporary employee **time sheets must be submitted to the supervisor (instructor) no later than 5:00pm on the last working day of the month and time sheets must be approved no later than 5:00pm on the second working day of the following month.**
3. Students and supervisors can log in anywhere/anytime to complete the Web Time Entry process, however, please select Dora Bradley as your proxy in case you are unable to access a computer.
4. No overtime should ever be shown in the Web Time Entry without prior consent of the supervisor.
5. All hourly students get paid monthly on the 15th (or closest working day, if it falls on a weekend), if a timesheet was turned in, on time, the month before.
6. Hourly students cannot work on University Holidays such as Labor Day, Thanksgiving, or Christmas. Before you approve timesheets please check to ensure they do not report hours on those days.

7. If you hire a student who has not worked on campus before, then s/he must go to Student Employment (2nd floor King Building) with their **Original** Social Security card and picture ID and get an I-9 card before they can start working.

Specific Guidelines for Hours Reporting and Total Funding per Grader

1. Graders can work an average of 15 hrs a week, **but never more than 20 hours in any one week.**
2. Per semester, the Grader cannot make more than \$2400 total (15hrs/week x \$10 an hour x 16 weeks = \$2400).

Appropriate Duties

Duties of graders are similar to those of Teaching Assistants. They can perform grading of assignments, hold lab sessions, provide web support for classes, help prepare assignments, and provide other teaching assistance to the instructor. In addition to turning in monthly timesheets, we *strongly recommend* that each instructor require that their graders turn in a weekly email to the instructor documenting what they did that week and how many hours it required.

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