

New Processes for Temporary Bi-Weekly Employees

Processing of Bi-Weekly Time sheets

All **original biweekly time sheets** signed by the employee and supervisor **MUST** be submitted to Joyce Taylor in room 2309 Gardner Hall **by COB on the Friday ending a pay period**. As noted on the memo from Joy Martin (attached), all time sheets are due to Michele Sabatelli, in the Business Center, by noon on **the Monday following the end of each pay period**. Therefore, it is imperative that all original time sheets are submitted to Joyce by COB on the Friday ending a pay period, so that they can be sent to Michelle by the payroll deadline. The next due date for time sheets (Payroll ID# 20122R10) is **Friday, October 28**.

Staff located in Research Annex, Method I, Method II, Grinnells and Dearstyne, please make sure that all original timesheets are placed in the Gardner Hall/departmental mailbox for pickup by COB on the Friday ending each pay period.

Time sheets **must be completed in full including the project number that the temporary bi-weekly employee will be paid from**. The account number listed on the time sheet will override any account information in the Peoplesoft system. Please note that the CALS Business Center staff will not be checking accounts for available balances prior to processing the time sheets. Therefore, please make sure that the correct account number is listed on the time sheets.

Also, any changes made to the time sheet must be initialed by both the employee and supervisor. **Please note that failure to submit original time sheets by the deadline (COB on the Friday ending each pay period) or any other irregularities (e.g. incomplete time sheets, missing initials on changes made to time sheets, missing signatures or account information) will result in employee(s) not getting paid in a timely manner.**

Reminder - **The next due date for bi-weekly time sheets is by COB Friday, October 28 (no later).**

Attached is a copy of the new time sheet that should be used for all bi-weekly temporary employees. A copy is also available via the departmental website under administrative links.

Hiring Process for Temporary Bi-Weekly Employees

The CALS Business Center will handle all aspects of hiring temporary bi-weekly employees. To start the process, please notify Michele Sabatelli in the Business Center and let her know that you want to hire a bi-weekly employee. Complete the *Non-UTS Temporary Vacancy* form and send it to Michelle. Attached are the *Request for Temporary Position* (Non UTS Vacancy Form) and *Temporary Employee Hire Check List*. They are also located on our departmental website.

Michelle Sabatelli's Contact info:

Tel: 515- 5732

Fax: 513-4797

Email: mmsabate@ncsu.edu

NOTE: Please read the attached memo from Joy Martin regarding the temporary bi-weekly process in its entirety. Thank you.