

TEMPORARY EMPLOYEE HIRE CHECK LIST

Name	Has employee ever worked or attended NC State? If yes, when?
Effective Date	Flat Rate <input type="checkbox"/> Flat Rate (FAX APPROVAL FORM TO CALS Business Office PRIOR TO HIRING)
Job Title	Temporary Vacancy Number Camp/Center/Department
Pay rate: (specify hours or weekly)	
\$ hourly \$ weekly	Source of Funding _____

Select a Temporary Category for Employee

Continuing Part-Time Temp - employees who regularly work less than 20 hours per week.		Retiree, NC State Temp - employees who are retirees of NC State University.
Student, Other Temp - employees who are enrolled for the current or upcoming semester in a post-secondary institution outside of the UNC System. Student status must be primary (i.e. working relationship is secondary to student role).		Student, UNC System Temp - employees who are enrolled for the current or upcoming semester in one of the universities within the UNC System. Student status must be primary (i.e. working relationship is secondary to student role).
Intermittent Temp - employees who work occasional or sporadic assignments, not to exceed 9 months of employment during any continuous 12-month period.		Student, NC State Temp - employees who are enrolled for the current or upcoming semester at NC State University. Student status must be primary (i.e. working relationship is secondary to student role).
Retiree, Other Temp employees who are retirees receiving Social Security benefits or drawing retirement income from some other source.		Temporary - All other temporary employees not categorized above. 12-month employment time limit applies.
Retiree, State of NC Temp - employees who are retirees of the State of North Carolina.		

1) Background Check and NCSU Application faxed to Human Resources.

2) Items To Be Faxed and Mailed to CALS Business Office within 48 hours of employment and only when approval is received from Human Resources:

Temporary Employee Hire Check List	NCSU Temporary Employment Application	Patent Agreement (if applicable)
NCSU Personal Information Form	Acceptance of Temporary Terms (if applicable)	
I-9 Form completed in blue ink	Hazard Communication Training (if applicable)	

****If and employee chooses to present U.S. Passport as identification then copies will need to be made of U.S. Passport ID Pages or U.S. Passport Cards when presented as List A Documentation and attached to the I-9.**

3) The following items must be completed as soon as Employee ID Number is received via Email.

Direct Deposit Information	W-4 and NC-4 Tax Information
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