

NC STATE UNIVERSITY

Campus Box 7644  
Raleigh, NC 27695-7644

919.515.6378  
919.515.3074 (fax)

To: CALS Faculty and Staff

From: Joy K. Martin 

Date: October 14, 2011

SUBJECT: Temp Bi-Weekly Process

With the creation of the CALS Business Center, all temporary bi-weekly employee actions will now be processed in the Business Center. Departments will continue to maintain all personnel files and keep all original time sheets on file for temporary employees. Temporary bi-weekly time sheets should be faxed to 513-4797 or scanned and emailed to the appropriate contact person in the CALS Business Center by **noon on the Monday following the end of the payroll period**. Time sheets must be completed in full including the account and project number the temporary bi-weekly will be paid from. The account listed on the time sheet will override any account information in the PeopleSoft system. The CALS Business Center staff will not be checking accounts for available balances prior to processing the time sheets.

The CALS Business Center will also handle all aspects of hiring temporary bi-weekly employees. The department will start the process by notifying their contact in the CALS Business Center that they want to hire a bi-weekly employee. A completed vacancy form (see attached) will need to be submitted for **all** bi-weekly employees. You will then be notified by your CALS Business Center contact of how to proceed and what paperwork will need to be completed. Once all paperwork is completed and the bi-weekly employee has been processed, original paperwork will be sent back to the department for filing.

The points of contact for the bi-weekly process are attached. These individuals are the department's contact for all aspects of hiring, processing and paying temporary bi-weekly employees. Please note that adjustments may need to be made in the future once we realize the volume of time sheets that will come from each department. Should this be necessary, you will be notified of any changes.

If you have any questions, feel free to contact me, your departmental contact or Tammy Liverman.

## Temp Bi-Weekly Departmental Contacts

<b>Angela Oldham</b> <b>Email: <a href="mailto:angela_oldham@ncsu.edu">angela_oldham@ncsu.edu</a></b> <b>Phone: 515-3668</b> <b>Fax: 513-4797</b>	<b>Belinda Niedwick</b> <b>Email: <a href="mailto:belinda_niedwick@ncsu.edu">belinda_niedwick@ncsu.edu</a></b> <b>Phone: 515-8471</b> <b>Fax: 513-4797</b>
Horticultural Science Crop Science Soil Science University Field Labs Research Stations Center for Integrated Pest Mgmt (CIPM) Biological Resources Ctr Extension Information Technology (EIT)	4-H & FCS Foundations Agricultural & Extension Education (AEE) Agricultural & Resource Economics (ARE) Biological & Agricultural Engineering (BAE) Dairy Food Bioprocessing & Nutrition Science Plant Pathology Poultry Science Toxicology Biochemistry
<b>Michele Sabatelli</b> <b>Email: <a href="mailto:mmsabate@ncsu.edu">mmsabate@ncsu.edu</a></b> <b>Phone: 515-5732</b> <b>Fax: 513-4797</b>	<b>Carolyn Richardson</b> <b>Email: <a href="mailto:carolyn_richardson@ncsu.edu">carolyn_richardson@ncsu.edu</a></b> <b>Phone: 515-6378</b> <b>Fax: 513-4797</b>
Entomology Phytotron Genetics Bioinformatics Research Center Biology Animal Science Dairy Records Microbiology Plant Biology Center for Applied Aquatic Ecology Biotechnology Kannapolis	Academic Programs Agricultural Institute Dean's Office CALS Business Office CAAT International Programs

Additional Contact Information

Tammy Liverman  
[tammy\\_liverman@ncsu.edu](mailto:tammy_liverman@ncsu.edu)  
 515-6372

Non-UTS Temporary Job Posting Form

Job MUST be posted for a minimum of 5 business days

Department -

Department OUC -

Vacancy Type - Full Time or Part Time

Classification Title (Agriculture, Clinical, Skilled Trade, Technical/Research) -

Work Location -

Working Title -

FTE -

Supervisor Title -

Supervisor Name -

Supervisor Phone Number -

Supervisor Email -

Funding Source(s) If more than one project code please ensure the percentages add up to 100% -

Project Code -

Percentage -

Project Name -

Is position funded from ARRA (American Recovery & Reinvestment Act) -

Primary Purpose of Position (Includes the day to day duties of the position) -

Departmental Required Skills (Should include all required skills necessary for the position. NOTE: A hiring proposal cannot be endorsed for a candidate that does not meet all the departmental required skills.) -

Preferred Years Experience, Skills, Training, Education (Should include all skills that are preferred but not required to hire the candidate. NOTE: A candidate can be hired that does not meet all preferred qualifications.) -

Required License or Certification -

Valid NC Driver's License Required?

Commercial Driver's License Required?

Physical Required?

List Any Other Medical/Drug Tests Required -

Anticipated Hiring Range (Expected salary this position will pay (this can be a range). This amount should be close (within \$1-\$2) of the actual hiring range. The range should be hourly, unless a flat rate has been approved by HRIM). -

If you anticipate multiple hires from this search, please indicate how many -

Proposed Hire Date -

Post on Monster.com for advertising?

Additional Applicant Information (enter any special instructions applicants need to have in order to complete their application (i.e. any special documents they need to attach to their application) -

## 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
----------------------------	------------------------------

