

Below are the forms and Activities That Are Required of a Potential Temporary Employee and Their Supervisor

Pre-Hire Activities (To Be Completed By The PI)

1. If the potential Temporary Employee has never been employed at NCSU or taken a class here, and is not a NCSU student, the position will have to be advertised. The PI has to contact me before proceeding.
2. The [Cover Sheet](#) will have to be filled out completely and signed by the PI. It is vital that the employment dates are filled out. Incomplete forms will be returned to the PI.
3. The Grant Managers in Plant Pathology Accounting will confirm the grant information and forward the Cover Sheet to the Bi-Weekly Hiring Coordinator.

Pre-Hire Activities (To Be Completed By The Potential Employee)

1. If the Potential Employee is not a student or current employee at NCSU or has been employed in the last four months at NCSU, complete and submit to Human Resources a [Background Check and Release Form](#). **This form is to be completed online and submitted directly to Background Checks.** Enter the position number if applying for a posted position.
2. The Potential Employee should read over the material on the following links. [Employee Self Service](#), [University Official Closings](#), [Unlawful Harassment Policy Statement](#), and [Drug-Free Workplace Act](#).
3. The following forms will have to be filled out and given to the Bi-Weekly Hiring Coordinator. [Acceptance of Temporary Employment Terms](#), [Personal Information Form](#), [Temporary Employee Application\(non-UTS\)](#), and if appropriate [W-11](#).

Hiring Day Activities

1. Once the background check has cleared, the PI will be notified that the potential employee can be hired. The PI will be notified whether the Potential Employee is required to fill out Form [I-9 Employment Eligibility Verification](#). The employee will need to come to the Bi-Weekly Hiring Coordinator's office. If an I-9 was required of them they will need to bring it with them. The I-9 should be completed to the, document verification fields. The Potential Employee will need to bring their identifying documents with them. **DO NOT fill in the verification document information. DO NOT copy the verification documents.**
2. Before the Employee leaves the Hiring Coordinators office they should have an email with their timesheet and a Biweekly Payroll Schedule.
3. After the Temporary Employee have been hired. It is the PI's first task is to go over the [Manager's Departmental Checklist](#) and if appropriate, [The Hazard Communication Standard](#). These have to be completed before the Temporary Employee can work in the lab or the field.

Post Hiring Day Activities

If the Temporary Employee does not have an Unity ID and Password, shortly after they have been hired they will need to contact the Computer Support Help Desk (919) 515-Help and ask for their id and password. After the id and password are obtained, the Temporary Employee will need to log into the [Mypack Portal](#) and fill out their W-4, NC-4, and Direct Deposit.

Length Of Employment

Temporary employees, who are not students and who work for more than twenty hours per week, are only allowed to work for eleven continuous months. At the completion of eleven months of service the employee must be terminated and not be employed by NCSU or any of its departments for three complete pay periods. Once this latency period requirement has been met, the temporary employee can be rehired. If at some point in time before the eleven months are reached the employee is terminated, they can be rehired after the three full pay period latency period. If the employee terminates in the middle of a pay period the latency period could be as long as seven weeks and six days. For this reason if you have a person who is a summer worker who works forty hours a week and is not a student, they need to be terminated at the end of the summer. Additionally, if you are hiring a Temporary Employee who fits in this category and is already working for someone else at NCSU, the eleven month period started when they were hired by the other party.