

TEMPORARY EMPLOYEE HIRING PACKET - COVER PAGE

EMPLOYEE INFORMATION

Employee Name _____

(as it appears on Social Security Card)

Employee ID Number (if known) or Social Security Number _____

Have you worked for NC State previously? Yes No

For what Department or Unit? _____

Are you either (choose one) a full time student, or retired? No, I'm neither .

Your e-mail: _____

Home phone: _____

Emergency Contact
(Name, Relationship &
Phone Number) _____

The following information is **required** to enter your data into the payroll system

County of residence? _____

State/Country of birth? _____

Military Service? Yes No If, yes dates: _____

Highest Education: _____

(show degree, discipline, institution, institution's location – city and state -- and date earned)

SUPERVISOR COMPLETES

Hourly Rate _____

Project-Phase #: _____

Appt. Begin Date _____

Expected Duration of Appointment /
Category of Employment: _____

Estimated hours/week / Category of
Employment: _____

Program Leader: _____

Site Supervisor/Lab Mgr _____

Job Title* _____

(See Next Page for Details) _____

OFFICE USE ONLY

HIRE or REHIRE

I-9 Completed (Date/Initials): _____

CDC

095 (Gardner) 188 Fletcher

Other, explain: _____

Tax Forms routed to payroll (Date/Initials): _____

Direct Deposit form routed (Date/Initials): _____

TERMINATED (Date/Initials): _____

Job Code: _____

TEMPORARY EMPLOYEE HIRING PACKET

Job Title (Choose one):

	TITLE	PAY RANGE
_____ T100	Accounting Support	\$5.15-15.00
_____ T140	Office Support	\$5.15-12.00
_____ T500	Information Technology Support	\$5.15-15.00
_____ T520	Information Technology Specialist	\$5.15-26.00
_____ T640	Research & Laboratory Support	\$5.15-14.00
_____ T660	Research & Laboratory Specialist	\$5.15-22.00
_____ T670	Agricultural Support	\$5.15-14.00
_____ T680	Agricultural Specialist	\$5.15-18.00

Temporary Category **Definition/Use** **CHOOSE ONE**

1. _____ **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).
2. _____ **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).
3. _____ **Retiree, NC State** - Temp employees who are retirees of NC State University.
4. _____ **Retiree, State of NC** -Temp employees who are retirees of the State of North Carolina.
5. _____ **Intermittent** - Temp employees who work occasional or sporadic assignments, not to exceed 9 months of employment during any continuous 12-month period.
6. _____ **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).
7. _____ **Retiree, Other** - Temp employees who are retirees receiving Social Security benefits or drawing retirement income from some other source.

8. _____ **Temporary** - All other temporary employees not categorized above. Twelve-month employment time limit applies.

Planned exit date required: _____

9. _____ **Continuing Part-Time** - Temp employees who regularly work less than 20 hours per week.

Categories 8 & 9 above **require** Employee and Supervisor acknowledgment:

Employee Signature: _____

_____ Date

Supervisor Signature: _____

_____ Date