

# TEMPORARY EMPLOYEE RECRUITMENT

1. E-mail the Temporary Employee Payroll Coordinator \* with the following information for temporary employment recruitment:
  - a. Job Title (a listing of the most often used is on the page for requesting a position number.
  - b. Job description/duties
  - c. Basic qualifications
  - d. Preferred qualifications (not required, but if listed must be done separate from “basic qualifications”).
  - e. Where will the job be posted/announced.
  - f. Deadline for applicants to apply. (Not required.)
  - g. Information on how the applicants need to apply.
  - h. Applicants who are NCSU students need to pass a background check and complete a University Temporary Application before they can be offered the position.
2. A Vacancy number will then be created for the position and provided to you by e-mail or phone. Example: T0112YYV#
  - a. A vacancy number will be created each time you post a position. Even if it is to refill a vacancy previously advertised, recruited, and filled. You will never reuse the same vacancy number. **THE VACANCY NUMBER MUST APPEAR IN EVERY METHOD USED TO ADVERTISE A POSITION.**
3. Post the position.
4. The applicants that come to you and you do want to consider them for the position, the Temporary Employee Payroll Coordinator will forward applications and background checks, if necessary, to the hiring official. The hiring official must track all applicants that actually fill out an application and code the disposition of each applicant as follows:

T01	Hired
T02	Meets minimum qualifications
T03	Did not meet advertised qualifications
T04	Incomplete or late application
T05	Declined the position when offered
T06	Unsatisfactory reference check
T07	Other (explain)

- At the conclusion of the search, the disposition code (from above) of each applicant should be provided in a single e-mail to the Temporary Employee Payroll Coordinator.
5. When a candidate has accepted the position, then a request for a unity ID and password (if he/she does not already have one) will be submitted. Each employee must complete their own direct deposit and tax information through MyPack

Portal. Additional forms may need to be completed and should be turned in to the Temporary Employee Payroll Coordinator.

6. Temporary employees are only allowed to be employed on a 11-month basis. When the employee terminates said employment, notify the Temporary Employee Payroll Coordinator by e-mal.

**\* Contact temporary payroll coordinator via e-mail  
PPTemp\_PayCoord@ncsu.edu**