TEMPORARY APPOINTMENT PROCEDURES

When initiating a Request for Temporary Appointment, complete the following steps. (The Temporary Appointment Policy is located on the HR Homepage of the UniCenter, under the Employment section.)

1) Complete the Independent Contractor/Temporary Appointment Classification Documentation to determine the classification for federal, state, FICA tax purposes.

2) Complete the Payroll Budget Codes for Temporary Appointments and Additional Employments form by circling the Account Number and Center. (If funds are from Foundation or SCSSI, also indicate the account number at the bottom of this form.)

3) Complete the Request for Temporary Appointment.
   1. Identify the type of request. If the department needs assistance in finding an employee through a temporary agency, check request assistance. Human Resources will work with the hiring supervisor and the temporary agency for a placement. If the department has identified an employee, check direct hire.
   2. Identify the payroll budget code and funding source
   3. Complete the direct hire information.
      • If the work is non-exempt type work, enter the number of hours to work and the hourly rate of pay.
      • If the work is exempt type work (coach, substitute teacher), enter the number of days to work if applicable and the flat rate of pay.
   4. Required signature approvals are the department head and vice chancellor of the hiring department
   5. Prepare a justification of work, identifying knowledge, skills or experience needed

4) For the direct hire, the employee is to complete and sign the following forms:
   1. Pre-Services Checklist
   2. Conditions of Employment, Temporary Acceptance Form: Top section is to be completed by the hiring supervisor.
   3. Criminal background Check form
   4. Form I-9: Provide supporting documentation
   5. W-4
   6. NC-4
   7. Direct Deposit form
   8. Provide an application or resume

5) If the employee is a relative of any employee in the requesting department, complete an Anti-Nepotism Certification.

6) Submit the Independent Contractor/Temporary Appointment Classification Documentation, Payroll Budget Codes, Request for Temporary Appointment, justification and all supporting employee documents to Human Resources for approval.

Timesheets:

The employee will complete a Temporary Employee Timesheet for an hourly rate of pay or Authorization of Flat Rate Pay for a flat rate of pay. The timesheet is to be signed by the employee and the employee’s direct supervisor. Submit the timesheet to the NCSSM Payroll Office. The timesheet is to be submitted to Payroll by the deadline that is identified on the Biweekly Pay Schedule for Temporary Employees.

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