

Job Action Request (JAR) Form
EHRA non faculty, Faculty, SHRA, Post Doc, Visiting Scholar

(Please submit within 2 business days of receipt of the signed offer letter)

Employee Name _____

Start/Effective Date _____

Employee ID# _____
(if new employee, leave blank)

Employee email address _____
(if new employee, include preferred email)

Supervisor ID # and Position # _____

Hiring Proposal Number and Position Number _____

Working title from Hiring Proposal _____

Degree Requirements from posting, if applicable _____

Office Room # _____ Building Name _____ Campus Box _____
(if working off campus, include the address; complete the Working Outside of NC form, if applicable)

Has the I-9 been completed? _____
(section 1 deadline - on or before first day; section 2 deadline - within first three working days)

Total Salary _____

Project	Account	Phase	Annualized Amount

Funding Approvals:

 PI signature (5 ledgers only)/Date

 PI printed name

 College level/Date

 College level/Date

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Background check (BGC) needed. Please check all of the following that apply:

- I want to request a background check on this person
- This person could/will be driving an NCSU vehicle
- This person could/will be handling money or managing accounts
- This person could/will be working with minors (people under the age of 18 years old- excludes NCSU students) Project ID for BGC required: _____
- This person will be living in University Housing for more than 3 days
- This person will be sponsored on an H-1 Visa
- A Commercial Drivers License (CDL) may be used in this job
- Please RUSH this Background Check

“For email/access prior to start date, upon receipt of BGC approval, process visitor no pay appt”

No Background check needed. Please check all of the following that apply:

- Returning NTT faculty (semester hires)
(If no check previous completed, background check is REQUIRED)
- Unpaid Employee
(Background check REQUIRED if working with minors and/or living in university housing: Project ID for BGC _____)

*****Submit this form with the following attachments:**

- 1) Signed offer letter
- 2) Terms & Conditions (NOT NEEDED for Post Docs and SHRA)
- 3) Hiring proposal approval email
- 4) Reference check forms
- 5) Patent agreement – can be submitted later; **ONLY NEEDED FOR unpaid hires / rehires (N job codes)**
- 6) Post Doc Health Insurance Form- can be submitted later; required for post docs