Temporary Job Action Request (JAR) Form
Please complete in its entirety and allow at least five business days for HR processing

FUNDING INFORMATION (obtain approval prior to employee signing)

Anticipated Begin Date_____ Expected End Date_____ Hourly Rate_____ Hours per week_____

Project ID(s) [include phase, if applicable] _____
Include all projects (i.e., work study project, PEP project) and percentages

_____
Department Finance Rep Signature (*not required for 5 ledger/C&G projects*)   printed name and date

_____
Department Funding Authority Signature   printed name and date
(required when Head, Director, or Dean is responsible person)

_____
PI Signature (*all projects where faculty member is responsible*)   printed name and date

_____
College Finance Manager *(5 ledger to Research, all others to Business Office)*   printed name and date

JOB INFORMATION

Employee Name, ID# & email address _____

Employee's Job Title: _____
  NCSU Student Worker (enrolled at least half time): ____Grad____Undergrad_____Work Study____PEP student____Non Student*
(*Non NCSU student positions must be posted, unless employee is a retiree)

If currently working at NCSU or UNC system on another assignment, how many hours/week _____
  Undergrads- max 20 hrs; Grads- max 29 hrs; Foreign Nationals- max 20 hrs. Students may work 29 hrs/week during summer.

Hiring Department_____ Work Location: Bldg Name_____ Room #_____ Campus Box # _____
  *Indicate off campus work address; complete **working outside of NC form**, if applicable*

Supervisor Name & Supervisor ID# _____

Background check required **prior** to employment for non NCSU student positions and/or if any of the following apply to NCSU student positions. 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 (under the age of 18 years old - excludes NCSU students)
_____   This person will be living in University Housing for more than 3 days (excludes NCSU students)
_____   This person will be sponsored on an H-1 Visa
_____   A Commercial Driver's License (CDL) may be used in this job

Indicate date I-9 requirements & instructions provided to the employee: _____
*I-9 required for new hires & rehires with a break in service. Section 1 of the I-9 form must be completed via the I-9 system on or before the hire date; Section 2 must be completed in person no later than 3 days after the hire date. Employees must present original documents for Section 2. **Employees that do not complete Section 2 within the first 3 days must be separated for noncompliance.***

Employee Signature: _____   Date:_____

Supervisor Signature: _____   Date: _____
Supervisor must approve punch data in WolfTime to ensure timely payment

Maintain Manager Orientation Safety Checklist and Temporary Employee Certification Form in personnel file.

Revised: January 17, 2023