

No-Pay Job Action Request (JAR) Form

(Please complete in its entirety and allow at least five business days for HR Processing)

Employee Name _____

Employee ID#: _____ Employee Email: _____

Anticipated Begin Date: _____ Expected End Date: _____ Date Of Birth: _____

Employee's Job Title: _____

Job Code ([Unpaid Matrix](#)) : _____

Hiring Department: _____

Work Location: Bldg Name _____ Office Room # _____ Campus Box # _____

(Indicate off-campus work address; complete working outside of NC form, if applicable)

Supervisor Name: _____ Supervisor ID#: _____

Please provide justification for this request:

Please check all of the following that apply:

- 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
- This person could/will serve as instructor of record or as a member of a graduate committee

Note: All no-pay appointments require a background check with the exception of Retiree and Emeritus

Please submit this form with the following attachments, if applicable:

- Signed Offer Letter (Note: Terms & Conditions for the no-pay letters are included in the templates.)
- Patent Agreement
- Visa documentation
- Visiting Research Agreement (VRA) or alternate approval from ORI
- Independent Contractor Agreement
- Emeritus Letter provided by the Provost's Office

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____