

### 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 \_\_\_\_\_ Total wages \_\_\_\_\_

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.