

Materials Science & Engineering Bi-Weekly Temporary Appointment Form

All new hires, re-hires, and data changes must be documented on the MSE Bi-weekly appointment form, which can be found on page 2 of this packet. The form must be completed in its entirety, including signatures, and returned to the Department Personnel Rep for processing. Completed forms must be received ON or BEFORE the first of employment.

If you are not currently an NCSU student, you must apply for the position before you can be hired.

- 1.** If you have never worked at NCSU, you will receive an email with instructions to complete section 1 of the I-9 form after your appointment form has been entered and approved in the University HR system. You must complete section 1 immediately upon receipt of the email. **Failure to complete section 1 will result in termination.**

- 2.** Upon completing section 1, you must meet with the Department Rep. or NCSU Onboarding Center located at 1210 Varsity Drive, Raleigh, NC 27695 and bring with you the original(s) of the identification documents you listed in section 1. (The list of accepted documents can be found on page 3 of this packet.) This must be done within 3 days of your hire date. **Failure to meet with the Personnel Rep within 3 days will result in termination.**

- 3.** Timesheets are completed using Kaba. You will receive an email with instructions after your appointment has been processed.

- 4.** Timesheets are due the Monday after the pay period ends. Timesheets must be signed by you and your supervisor. Timesheets should be placed in Sandy Clifton 's mailbox.

- 5.** Direct deposit and tax withholding is completed online via MyPack Portal. You will have access to this menu after your appointment has been entered and approved in the University HR system. **Make sure this information is correct.**

Name: _____

Signature: _____

Date: _____

Materials Science & Eng. — Bi-Weekly Temporary Appointment Form

This form is to be used for all **new hires, re-hires, and data changes** on the biweekly payroll. You must complete this form in full and return it to the Department Personnel Rep **ON** or **BEFORE** the effective date.

Personal Information

NAME: _____ SOCIAL SECURITY #: _____

UNITY ID: _____ CAMPUS ID #: _____

Permanent Address:

Street _____
City _____ State _____ Zip _____

Local Address:

Street _____
City _____ State _____ Zip _____

Phone Number: Home _____ Cell _____

Email Address: _____ Date of Birth: _____

Are you currently an NCSU student? _____ Are you a veteran? _____ Sex: _____

Country of Citizenship: _____ Country of Birth: _____

Do you currently work for NC State University?

Yes **No**

If yes, which department. _____

Begin date: _____

End date: _____

If you work more than one job on NCSU campus, you can not exceed 40 hours/week.

Appointment Information (to be completed by the PI/Supervisor)

New Hire Pay Rate Change Change in End Date (Submit 30 days prior to current end date)

FAS #(Project Code): _____ OUC: _____ Rate per hour: _____

Appointment Begin Date: _____ Termination Date: _____

**Appointments for Non-NCSU students cannot exceed 11 consecutive months*

Approximate number of hours employee will work per week: _____

Person authorized to sign time sheets if you are unavailable: _____

Project Director Name: _____

Project Director Signature: _____ Date: _____