

SECTION I: EMPLOYEE INFORMATION

PLEASE INDICATE IF THIS IS A REVISION OF A PREVIOUSLY APPROVED FORM.

Name as it appears on SS Card _____ Banner ID #: _____

Permanent Address: _____

City _____ State _____ Zip Code: _____

IS THE INDIVIDUAL A CURRENT UNCSA VISITING FACULTY (AS OF THE ANTICIPATED STATE DATE LISTED BELOW)?

SECTION II: POSITION INFORMATION

Hiring Department: _____ Working Title (Ex: Tutor, Fellow Counselor, etc): _____

ANTICIPATED START DATE: APPOINTMENT END DATE:

Position Number/FLAT RATE Employee

Description of non-teaching duties to be performed and expected outcome include:

Current duties include - Course/Title/Credit Hours:

JOB FTE: TOTAL FTE FOR EMPLOYEE (to be completed by HR):

If the Total FTE is .750 (30 hours per week) or more, UNCSA is required to offer benefits (health care) which will be split between employing departments. UNCSA temporary employees cannot exceed an FTE of 1.00 (40 hours per week) across all jobs.

SECTION III: PAYMENT PLAN

Payment plans always begin with the first of the month and end at the end of the month (ex: June 1 to July 31).

PAYMENT BEGIN DATE: PAYMENT END DATE:

SECTION IV: BUDGET

Requested Payment Account Numbers-Use funds from the following source(s). If funding source is Foundation, please add Project Number in addition to Banner Index. (EX: 312176/00-00000).

Banner Index Number:	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	Account Number:	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	Amount:	<div style="border: 1px solid black; width: 100px; height: 25px;"></div>	Percent:	<div style="border: 1px solid black; width: 100px; height: 25px;"></div>	
Banner Index Number:	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	Account Number:	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	Amount:	<div style="border: 1px solid black; width: 100px; height: 25px;"></div>	Percent:	<div style="border: 1px solid black; width: 100px; height: 25px;"></div>	
Total:						<div style="border: 1px solid black; width: 100px; height: 25px;"></div>	Total %:	<div style="border: 1px solid black; width: 100px; height: 25px;"></div>

SECTION V: SIGNATURES

Completed form will be returned to the Originator. Originator will submit all hiring forms as listed on the [Temporary Employee Checklist Cover Sheet](#) and submit completed package to HR for payroll processing.

Once form is signed by the Originator it will automatically lock and there will be no modifications allowed.

1. Originator: _____	2. Requesting Dean/Dept. Head/
3. Initial HR Reviewer: _____	VC: _____
5. Budget - Other: _____	4. Budget _____
7. Final HR Approver: _____	6. Faculty Affairs: _____

**FOR HR USE ONLY
PROCESSED:** _____