



# HUMAN RESOURCES

## Temporary Employee Checklist and Cover Sheet

All documents listed below must be submitted to HR in accordance with the established deadlines for submission of paperwork. Please refer to The Bi-Weekly Payroll Processing Schedule for hourly employee deadlines. For flat rate employees paperwork deadlines please refer to the dates addressed on the [Payroll](#) website.

Department

Employee Name

Submitted by

**\*\*If documentation listed below is already on file in HR, please note below. It is not necessary to send again.\*\***

- [Completed 301](#) or [401](#) - Electronic Copy received from HR with all required signatures
- Completed [Temporary Employee Contract](#) - Requires signature of employee and hiring supervisor
- [Race & Ethnicity Information Sheet](#)
- [I-9](#) (with copy of acceptable ID)\*If social security card is not used for the I-9, HR must receive a copy of the card or review the card to verify name and number for payroll purposes.
- [W-4](#)
- [NC-4](#) or [NC-4 EZ](#)
- [Direct Deposit Form](#) with required attachment
- [Criminal Background Check](#) - Non-students only
- [UNCSA Employee Vehicle Registration Form](#)
- Please check box if temporary employee will be given an office number. Please provide number in additional notes section below. If no, please say "No Phone" in additional notes section below.

Additional Notes: