



SECTION I: EMPLOYEE INFORMATION

- PLEASE INDICATE IF THIS IS A REVISION OF A PREVIOUSLY APPROVED FORM.
PLEASE CHECK THIS BOX IF THE EMPLOYEE WILL NEED A @UNCSA.EDU EMAIL ACCOUNT
PLEASE CHECK THIS BOX IF THE EMPLOYEE WILL NEED TO HAVE THEIR PREVIOUS EMAIL ADDRESS RE-ACTIVATED.

Name as it appears on SS Card Banner ID #:
Permanent Address:
City State Zip Code:

Please respond to the following questions:

- 1. Is the individual a current enrolled student (as of the anticipated start date below?)
2. Is the individual a current state employee for a institution or agency other than UNCSA

SECTION II: POSITION INFORMATION

Hiring Department: Working Title (Ex: Student Driver, Admin Assistant, etc):

Position Number Supervisor's Name & 6-digit position #:

Hourly Rate: NOTE: SUPERVISORS MUST BE AUTHORIZED FOR APPROVAL OF TIME SHEETS IN BANNER. IF SUPERVISOR HAS NOT PREVIOUSLY BEEN SET UP, PLEASE COMPLETE THE BANNER HR AUTHORIZATION PACKET AND SUBMIT FOR APPROVAL PRIOR TO SUBMITTING THIS FORM.

Description of Duties of work to be performed:

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: BIWEEKLY START

PLEASE SELECT BIWEEKLY PERIOD IN WHICH THE ANTICIPATED START DATE FALLS. PAPERWORK MUST BE RECEIVED IN HR BY THE DUE DATE LISTED IN ORDER FOR THE EMPLOYEE TO BE ACTIVE BY DESIRED BW PERIOD.

ANTICIPATED START DATE: APPOINTMENT END DATE:

Biweekly Start Page of Appt End Date may not exceed 6-18-23. If hiring on/after 6-19-23, end date may not exceed 6-16-24

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).

Table with 4 columns: Banner Index Number, Account Number, Amount, Percent. Includes a Total row at the bottom.

SECTION V: SIGNATURES

Completed form will be returned to the Originator. Originator/supervisor follows up to ensure that employees return all requested hiring information to HR/Payroll as directed.

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/VC:
3. Initial HR Reviewer:
4. Budget:
5. Budget - Other:
6. Final HR Approver:

FOR HR USE ONLY

PROCESSED:
Revised: 04/07/23