CHASS HR

Temporary Employment Hiring SOP

This purpose of this SOP is to outline the procedures for hiring temporary employees through CHASS HR. Please review the images and descriptions to have a clear understanding of what CHASS HR needs to efficiently and effectively hire your employee.

Temporary Employment hires will follow a form generated process. The process is outlined below.

1. All temporary employment (hourly and flat rate) goes through the Executive Assistant or appointed person for the department. This is so they can track the timesheets (if an hourly appointment) and the spending plan for the department.

2. Fill out the appropriate form
   a. make sure employee is aware of the arrangements on the form and that they understand payroll procedures, including but not limited to how and when they will be paid.
   b. Hourly appointments will use the temporary employment request form (instructions outlined below)
   c. Flat Rates will use the Flat Rate request form (instructions outlined below)
      i. if the flat rate takes place over several pay periods CHASS HR will inform the Executive Assistant and the employee of their payroll schedule.

3. Fill in the google doc Temporary Employment Tracking (under your tab) the information requested

4. Send completed form to CHASS HR for processing
   a. CHASS HR will take care of all hiring needs of individual
      i. if they are new CHASS HR will contact them for I-9, PIF, Temporary Terms & Conditions

5. CHASS HR will indicate on google doc the stage of the hiring process
6. Executive Assistant will use the google doc to track employment and know when an employment is going off assignment.
7. CHASS HR needs 4 weeks notice of an extension of appointment and a new form to generate the extension.

Employee’s on Grants:
   Forms are to go to the REED office for approval first, they will approve the hire and send back to the Executive Assistant. The EA will then forward to CHASS HR for processing.
   Hourly and Flat Rate appointments must be requested PRIOR to work being performed.
The Temporary Employment Tracking, google doc, has been shared with ALL executive assistants or department liaison. You have write access to ONLY your departments tab. So please look for your department’s tab to enter information.

Please direct all questions for this process to Carrie Baum-Lane (your temporary employee rep)

Temporary Employment (hourly)

Hourly appointments: Use Temporary Employment Request Form

Supervisor: needs to be person responsible for signing the timesheet. We must have their signature on the form. (The EA can sign in their absence.)

The employee section must be filled out by the employee so they understand they are a temporary employee that is being paid an hourly wage and what that rate is.

If they are a student they must fill in their student information including visa information if they are a foreign national. (I have to forward this information to our international tax office so the students are taxed correctly)

The employee signature is required as well.

The EA signature at the bottom is only necessary if they don’t sign as the supervisor. This will let CHASS HR know that the form has been seen by the EA.

If all information is NOT completed on the form this will slow the hire process as CHASS HR is required to know all information asked on this form prior to hiring and prior to work being performed by employee.
FLAT RATE Appointments: Use flat rate request form

NC STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES

Flat Rate Request

Flat rates are to be used for DE Graders, one time work (i.e. assessments, orientation, graduation assisting, etc.)

Please review image to the left to see the areas to be filled in by the department.

DO NOT fill in parts that are marked for CHASS HR.

Flat Rates must be approved by Central HR prior to start of work.

This is more complicated if it is a foreign national being paid as it must be approved by our international tax division FIRST.

Please fill in the document, save it and then forward to CHASS HR.

If the form is printed and scanned CHASS HR can not fill in our portion of the form without having to print and rescan the form. You can place a digital signature on the form, or leave the area blank and CHASS HR will sign on behalf of the department.