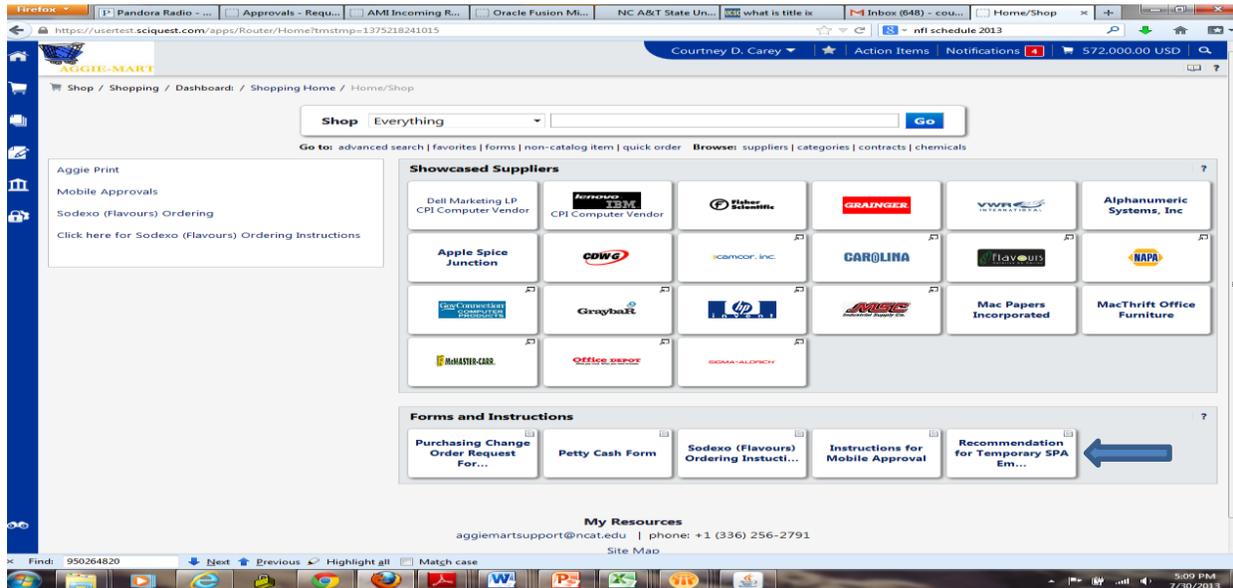


Guide - SHRA Temporary Employment Form In Aggie Mart



Recommendation for Temporary SPA Employment - Mozilla Firefox

https://userest.scquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=100953&wantReloadOnClose=100953&callerScrollX=0&callerScrollY=316&tmstp=1352924210353091#

Available Actions: Add and go to Cart Go Close

Recommendation for Temporary SPA Employment

Hiring and Position Information		Employment Type		
Date	A 11/14/2012 B <small>mm/dd/yyyy</small>	61210 Paid against	61410 N	
Position #	N/A	Permanent	Position or 61410	
Mandatory Approval Confirmation	C Did you receive all departmental and divisional approval clearances from the appropriate administrators prior to initiating this order request? Yes D	Paid against	Temporary	
Division/Department Name	Facilities/Physical Plant D	Position	Full Time O	
Months Vacant	N/A E	Employment	Extension P	
Immediate Supervisor	F	New Hire, Extension or Rehire	Number of Hours Working Per Week Q	
Name	Jerry Doe F	Work Schedule	Monday-Friday 8:00-5:00PM R	
Email Address	jjdoe@ncat.edu G	Athletics Statement		
Telephone Number	336-334-7862 H	Is this position assigned to the Department of Athletics or involved or associated with athletics, including but not limited to, responsibility for admission, certification of academic standing, evaluation of academic performance and administration of financial aid for student athletes?		
Supervisor Banner ID	950123487 I	Athletics Statement Response S		
Web Time Entry Proxy Name	Karen Joseph J	Please select...		
Web Time Entry Proxy Banner ID	950145879 K			
Web Time Entry Proxy Email Address	kjoseph@ncat.edu L			
Department Contact	Jerry Doe M			
Fund	Organization	Account	Program	Amount
180011 T	45000 U	61410 V	180 W	1600 X

Recommendation for Temporary SPA Employment - Mozilla Firefox

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Requested Total: 0.00

Recommended Classification and Position Title: Journey Energy Analyst **Y**

Desired Starting Date: 12/01/2012 **BB**
mm/dd/yyyy

Ending Date: 04/30/2013 **CC**
mm/dd/yyyy

General Description of Duties: Aggregate and analyze energy data, systems and external factors that impact energy use and prepare reports supporting the efficient management of energy used on campus and conduct special energy related projects. **Z**

138 characters remaining expand | clear

Recommended Hourly Rate of Pay: 17.00 **AA**

Temporary Employee Information

Recommended Employee: Sam Houston **DD**

Departmental Telephone Number: 336-334-7862 **EE**

Banner ID: 950123889 **FF**

Campus Address: Facilities/Energy Conservation DeHoulex Building **GG**

125 characters remaining expand | clear

Justification

What mission specific, essential, or key objective will not be met if the position is not filled? Reduction of water and energy consumption in the student resident halls for fiscal year 2012-2013. **HH**

Is the position part of a major reorganization or the establishment of a new program or service? No **II**

Recommendation for Temporary SPA Employment - Mozilla Firefox

https://usertest.sciquest.com/apps/Router/FavoritesFormEdit/SFavoriteProductId=103971&wantReloadOnClose=103971&callerScrollX=0&callerScrollY=277&trmtmp=1355156375392525

350 characters remaining expand | clear

350 characters remaining expand | clear

What productivity volume or quality metrics are available to support the existence of the position? Data from the energy analysis. System and external reports will provide energy conservation results. **JJ**

249 characters remaining expand | clear

Requesting a new appointment/extension N/A (not using funding from a vacant position). **KK**

303 characters remaining expand | clear

Additional Justification Information N/A **LL**

347 characters remaining expand | clear

Commodity code for temporary hire Please enter commodity code 80111600 **MM**

Commodity Code: 80111600 search...

For HR use only: Criminal Conviction Cleared

Criminal Conviction Cleared

If yes, Date Criminal Background Check Returned

mm/dd/yyyy

Supplier: NC A&T HR Dept

Fulfillment Address: Fulfillment Address 1:

Total: 0.00

In the Forms and Instructions section on Aggie Mart's home page, please click on the "Recommendation for Temporary SPA Employment Form" button.

A	Please enter the date that you are submitting the form. The format should be 8 digits MM/DD/YYYY
B	If the temporary employee is working against a vacant permanent position (paid against); please enter the permanent position number. If you're not using funding from a vacant position please enter N/A .
C	Prior to initiating request in Aggie Mart please be sure to receive all departmental and divisional approval clearances from the appropriate administrators. It is the responsibility of the requester to obtain authorizations. If your department requires Vice Chancellor/Dean signatures on personnel transactions request, please incorporate this authorization process internally prior to completing the electronic request.
D	Please enter the name of the Division/Department making the request.
E	If the department/division is paying the temporary employee against a vacant permanent position, please indicate the number of months the SPA permanent position has been vacant.
F	Enter the name of the supervisor (This person will be entered into the system as the time sheet approver).
G	Please enter the email address of the supervisor
H	Enter the telephone number of the temporary employee's supervisor
I	Please enter the Banner ID of the temporary employee's supervisor
J	Please enter the name of the Proxy who will be responsible for approving the temporary employee's timesheet in the absence of the supervisor
K	Enter the Banner ID for the Proxy
L	Enter the email address of the Proxy
M	Please enter the name of the contact person (Usually the person who is physically completing the electronic request).
N	Utilizing the drop down box, select the appropriate account number. Choose account 61210 if you're utilizing funds from a vacant SPA permanent position; choose account 61410 if not.
O	Indicate if the employee will be working full time or part time
P	Utilizing the drop down box, indicate if the temporary employee is a new hire, extension or rehire (a previous temporary employee is returning to A&T's payroll).
Q	Please indicate the number of working hours per week (if the employee works less than 20 hours/week they will be exempt from the 12 month continuous employment cap).

R	Enter the detailed weekly work schedule (i.e. Monday-Friday 8:00AM-5:00PM).
S	Utilizing the drop down box, please indicate if temporary position will be assigned to the Department of Athletics or involved or associated with athletics, including but not limited to responsibility for admission, certification of academic standing, evaluation of academic performance and administration of financial aid for student athletes by selecting yes or no in the drop down box.
T	Please specify the six digit fund code that will be charged to pay the temporary employee.
U	Please specify the five digit organization code that will be charged.
V	Please specify the five digit account number (this should be consistent with H; 61210 for positions that are paid against vacant permanent positions and 61410 for all others).
W	Indicate the appropriate program number.
X	Indicate the amount of money that you are requesting to cover the hourly wages (calculated by adding the amount of working hours in the effective date period and multiplying those hours by the hourly rate).
Y	Indicate the amount of money that you are requesting to cover the hourly wages (calculated by adding the amount of working hours in the effective date period and multiplying those hours by the hourly rate).
Z	Provide a general description of duties.
AA	Indicate the recommended hourly rate of pay (used in calculating the total amount of money for the effective dates in X).
BB	Please indicate your desired start date for the temporary employee. When determining a start date please factor in that all new hires have to complete a criminal background check and state funded positions have to be approved by BAC. Although we will do everything in our power to accommodate the requested start date, there is no guarantee that the start date that you indicate will be the actual start date. You must wait for notification from DHR before an employee can start or continue (in the case of an extension) work.
CC	Indicate the ending date of the temporary assignment. Please keep in mind that temporary employees are only able to work 12 consecutive months on A&T's payroll if working twenty hours or more per week. When utilizing state funds, you are not allowed to cross fiscal years (i.e. 01.02.13-9.30-13). You must submit a timely request for state funded positions with an effective date of July 1 st if you wish to extend the temporary employee's assignment.
DD	Please indicate the name of the Recommended Employee; if one has not been determined please enter TBD
EE	If known, please indicate the telephone number of the temporary employee. If telephone

	number is unknown, indicate the departmental telephone number
FF	For Contract and Grants purposes please enter the social security number of the temporary employee. Enter N/A if state funds or if unknown (new hire).
GG	Enter the campus address for the temporary employee.
HH	Please provide justification for hiring or extending the temporary employee relative to your department's mission or key objectives.
II	Please indicate if this position is part of a major reorganization or part of a new program or service.
JJ	Please explain what productivity volume or quality metrics are available to support the existence of the position.
KK	Please explain what productivity volume or quality metrics are available to support the existence of the position.
LL	Additional Space if additional justification is needed otherwise enter N/A
MM	Aggie Mart will provide a commodity code to be entered in the commodity code field.

Division of Human Resources will complete the information regarding the criminal background check. If the employee is a new hire, the form will not receive final approval from DHR until the Criminal Conviction Check has been cleared.

In the "Available Actions" section at the top right of the form please select "Add and go to Cart" from the drop down menu. Next click on the go button.