

Processing Guidelines
for
SPA Temporary Employment
Effective August 1, 2013

Any section(s) incomplete, data omitted or incorrect will be returned to department for correction.

Purpose

The purpose is to provide uniform guidelines to employ temporary employees to perform services for North Carolina Agricultural and Technical State University.

Scope

This information applies to all SPA temporary employees who perform paid services to the University that utilizes 61410 (Temporary Funds) and 61210 (Paid Against Funds).

Policy

Hiring managers/supervisors employ SPA temporary employees on a seasonal basis to provide additional help to complete special projects, registration activity or in the absence of regular staff. The temporary employment option is available and is used as funds are identified to support periodic requests.

Before initiating request in Aggie Mart, the hiring manager should obtain authorization from the designated person in his/her area i.e. Vice Chancellor, Provost, Dean, Chair, Program Director etc. to hire a SPA Temporary Employee. Authorization can be obtained by utilizing the Interdepartmental Transmittal form (link), internal document, email etc. Division of Human Resources (DHR) will not oversee this process and it should be managed/tracked within each hiring department.

Hiring Manager/Supervisor

Obtain authorized departmental and administrative approval. Complete the Recommendation for Temporary Employment form for 61410 (Temporary funds) or 61210 (Paid Against funds) in Aggie Mart (link)

- As the Hiring Manager, please have authorization from department/administration and electronic request for hiring/extending SPA Temporary labor submitted in Aggie Mart for processing **at least 8 working days prior to the date that you wish to employ temporary labor.**
- Upon submission of the candidate's application, the criminal background check clearance, and funding approval, the Division of Human Resources will electronically approve request in Aggie Mart.

State Funds will be electronically forwarded to the Budget Advisory Committee for approval prior to being electronically approved by Budget & Planning. DHR will have final electronic approval after the candidate has submitted an application online, completed and cleared a criminal background check. SPA temporary employees can be offered the appointment upon approval of funds and confirmation of entrance date by DHR.

Grant Funds request will be electronically forwarded to the PI or Fund Manager before being electronically forwarded to Contracts & Grants for funding approval in Aggie Mart. DHR will have final electronic approval after the candidate has submitted an application online, completed and cleared a criminal background check. Prospective SPA temporary employees can be offered the appointment upon approval of funds and confirmation of entrance date by DHR.

Entrance to Work

Candidates are required to:

- (a) Submit an application online
- (b) Complete a Criminal Background Check Form
- (c) Once the Criminal Background Check has cleared, the Hiring Manager will be notified

Approval of Requests

- Upon approval of your request from Budget & Finance or Contracts & Grants and DHR in Aggie Mart:
 - (a) Hiring Manager will be notified via email/phone call of approval and effective date of temporary employment
 - (b) Candidate will be contacted to set appointment for Orientation
 - (c) Offer letter will be sent to candidate, but will contingent upon clearance of I-9 documentation

Temporary Employee Orientation

- The temporary candidate will receive/complete:
 - (a) Policies and procedures checklist for temporary employees
 - (b) Banner ID for processing time worked through Web Time Entry
 - (c) Complete Federal and State Tax Forms
 - (d) Complete Direct Deposit Form
 - (e) Complete I-9 Form in the office of Foreign Nationals in the Division of Human Resources

Where to Obtain Forms

To obtain the required forms select:

1. <http://www.ncat.edu>

2. Select "Faculty and Staff"; Select "Business and Finance"; Aggie Mart" – (right side of page)
3. Sign in with your credentials
4. Select "Recommendation for SPA Temporary Employment" - (bottom right side of page)

Termination of Employment

At the end of the authorization period, or if the SPA temporary employee becomes a permanent full-time employee and there is no renewal, you must submit a completed T104 – Temporary Employee Termination Form and submit it to the Division of Human Resources.