

Engineering Department/Unit Hire Form for All UNPAID APPOINTMENTS

INSTRUCTIONS: Please complete this form, collect all necessary documentation.

***All unpaid appointments will be initiated by the department/unit HR partners through the Job Action Request (JAR) system and approved by COE HR.**

(1) Action Information			
Select One Action Type:	Hire	Rehire	Extend Appointment
Candidate Legal Full Name:			
Employee ID* (if applicable): <small>*If a J1 Scholar, provide the Employee ID# provided by OIS</small>			
If no Empl ID*, Date of Birth: <small>*If a J1 Scholar, provide the Employee ID# provided by OIS</small>			
<i>Reminder: search match in PeopleSoft to see if Empl ID has been issued in the past to ensure no duplicate ID is created</i>			
Candidate Email Address:			
Department/Unit Name:		OUC:	
Is this individual a minor and if yes, have you received approval from the Youth Programs & Compliance Office? (Yes/No)		Does this individual require work authorization? (Yes/No)	
Work Location & Campus Box: <small>If On Campus, List Building Number, Room Number, & Campus Box If Not On Campus, Enter Address of Specific Location</small>			
Supervisor Name:		Supervisor Empl ID:	
Effective Date of Hire: <small><i>No Retro effective dates and background check must be approved prior to effective date</i></small>		Effective End Date:	
Job Code: Refer to the Unpaid Job Codes Matrix .			
For faculty appointments, what is the rank and modifier, if applicable:			
(2) Please describe the nature of this appointment. Please be specific as to why the unpaid appointment is needed. Please include if there will be teaching duties as well.			
What type of system access is required (email, building/facilities, financial, labs, libraries, internal systems/research programs, etc). Be specific.			
(3) Necessary Documentation			
CV / Resume <small>(Required for all unpaid research and faculty appointments)</small>		Work Authorization Obtained? (if applicable) <small>(Work Authorization must be approved or in process to be approved prior to any unpaid appointments before the individual can start working)</small>	
Education Verification (if applicable) <small>(The College of Engineering is requiring that anyone in job codes UP02 and UP11 receive an education verification. A JAR comment is required to request EV)</small>		Offer Letter and Terms and Conditions <small>(Required for all unpaid research and faculty appointments; For unpaid faculty appointments with rank, make sure all department DVF rules and policies are followed)</small>	

For Unpaid Research Scholars:

The department representative should complete the [Visiting Researcher Questionnaire \(VSQ\)](#) on behalf of the host scientist for visitors who will be performing research at the University. That will prompt the export controls office to run a restricted party screen and export controls screen on the individual. The export controls compliance administrator in [SPARCS](#) will review this information and contact you if any export compliance precautions are required for this visit. If approved, the request is forwarded to the Office of Research and Innovation (ORI). ORI will review proposed research visitor activity and determine if a Visiting Researcher Agreement (VRA), or similar documentation, is needed. VRA is not required for current NCSU students.

(4) [Background Check](#) - please select the appropriate background check package (Note: Background Checks are required for ALL unpaid appointments except retirees and Emeritus Faculty. [JAR Help Document on Background Check Package Selection](#))

This person could/will drive a NC State vehicle	This person could/will be working with minors (people under the age of 18 years old)
This person will be handling money and/or managing accounts	This person will require work authorization (H-1B, J-1, EAD, etc.)
This person will be living in University Housing for more than 3 days	A commercial driver's license may be used for this job
This person is a NC State University retiree	

(5) Approval Section – Department/Unit

Faculty Sponsor/Supervisor Signature		Date	
Dept Head/Director signature		Date	
Business Officer/HR Rep Signature		Date	