

School of Information and Library Science

TEMPORARY, INTERMITTANT TEMP, STUDENT ASSISTANT
BI-WEEKLY EMPLOYEE WITH TIMESHEETS

Selected Candidate: _____

In keeping with the University's status as an Equal Opportunity Employer, this information will not be used in any decisions affecting hiring or any personnel action following employment:

_____ **PID:** _____

_____ **Sex:** _____ **Ethnic Background:** _____

Citizenship: _____ (Aliens who are authorized to work temporarily in the US are required to present their I-766 card to the SILS Human Resources Office.)

Appointment Begin Date: _____ **Appointment End Date:** _____

Salary Source (full account number): _____

Source End Date: _____ **Source Name:** _____

Appointment Type: Please read and check the appropriate classification.

NOTE: Payment for bi-weekly classifications is made on a set bi-weekly schedule and requires timesheets. If timesheets are not received by the stated deadline, payment may be delayed.

Student Assistant: X

A Student Assistant position is a temporary position created for a limited period of time. Only undergraduate and graduate students (full time and part time) are eligible to hold this title. A Student Assistant may be placed on payroll for a one-year term, renewable as long as the student status is maintained, funding is available, and the need for the position exists and has been approval for renewal. The level of responsibility and salary for this position vary widely reflecting the knowledge and skill differential among undergraduate and graduate students.

Hourly Rate: _____ **Maximum Hours Per Week:** _____

Duties: _____

CONTINUED ON BACK

Health & Safety Orientation:

This employee will be required to attend a one-time Health & Safety Employee Orientation based on their work environment. Please select one and have the employee follow up appropriately:

- _____Office environment: New Orientation for Office Environment training class
- _____Laboratory environment: New Orientation for Laboratory Environment training class

To complete this requirement the supervisor should direct the new employee to the one-time Health & Safety Clinical Orientation session on line at <http://ehs.unc.edu/training/clinic/clinic.shtml>, and select either "Office or Laboratory". The employee will need her/his PID number. If s/he does not know or remember her/his PID number, please contact the SILS Human Resources office at (919) 843-8730.

APPROVALS:

Hiring Supervisor Statement of Agreement: I understand that the above named employee may not begin work until his/her employment papers and employment status have been reviewed and cleared by the School of Information and Library Science Human Resources Department.

Signature of Hiring Supervisor	Date
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Project or Department Approval: I approve this hiring and confirm that funding is available to support this temporary position.

Signature of PI, if grant funds	Date
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Signature of Chair, Director, Dean, if non-grant funds	Date
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Financial Services Review: I have reviewed and certify the funding source is correct and funding is available to cover this request.

Signature of Financial Services Representative	Date
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ACCEPTANCE:

Temporary Employee Statement of Agreement: I accept this temporary employment and the terms noted. I understand that the hiring supervisor or myself may terminate this position on an At-Will basis. I also understand that I may not begin work until my employment papers and employment status have been reviewed and cleared by the School of Information and Library Science Human Resources Department.

Signature of Temporary Employee	Date
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