

CHASS Biweekly Employment Form

THE FOLLOWING INFORMATION IS TO BE FILLED OUT BY THE EMPLOYER:

- 1) Person Requesting Bi-Weekly Employee _____
- 2) Job Title or Reason for Hiring _____
- 3) Project Bi-Weekly employee is related to _____
- 4) Is this a New Hire Rehire Request to Change Information? (Please check one)
- 5) Begin Date: _____ Termination Date: _____ (May be adjusted later if necessary)
- 6) Number of hours per week (estimated) _____ 7) Pay \$ _____/Hour or Biweekly Flat Rate \$ _____
- 8) Account Number _____
- 8) PI/Funding Account Authority Approval _____ Date _____
- 9) Supervisor Signature _____
- 10) Employee Signature _____

****Note:** All employees must have a W-4 tax withholding form and current I-9 form on file with the Administrative Office. **HOURS WORKED** more than 40 hours per week or on a holiday **MUST BE AUTHORIZED BY THE SUPERVISOR** prior to work being completed. When employee terminates from your project or supervision, **YOU** are responsible for notifying the appropriate Administrative Office.

Bi-Weekly Timesheets must be signed by **Supervisor or Designated Signature Authority**. ****Unsigned timesheets will not be entered.**

THE FOLLOWING INFORMATION IS TO BE FILLED OUT BY THE EMPLOYEE:

- 1) Name _____ ****Note: Must match name as listed on your Social Security Card**
First Middle Initial Last
- 2) Check one: NCSU Student UNC System Student (not NCSU) Intermittent (work occasionally & sporadically)
 Continuing Part-Time (regularly work less than 20 hrs/wk) Retiree of NC NCSU Retiree Retiree Other
- **Note:** To be classified as a student you must be **PRESENTLY** registered and attending classes full-time. Be sure and notify the Administrative Office of any status changes.
- 3) Have you worked for any department at NCSU in the past? Yes No
- 4) Are you currently employed by another department of campus? Yes No
- Mailing Address _____

- 5) Sex: Male Female
- 6) Ethnic Group: American Indian Asian Black Hispanic White
- 7) Birth Date _____ 8) Birth State _____
- 9) Military Status _____ 10) Highest Educational Level _____

Nepotism:

In order to ensure that this hire is in compliance with the University's nepotism policy, please answer the following question and provide the relevant information. Are you related by kinship or marriage to a university employee? See the following website regarding the policy on Nepotism: http://www.ncsu.edu/policies/campus_environ/health_safety_welfare/POL04.20.6.php

Yes No

If yes, please give name, relationship, title and department/unit.

*** If you are a non-resident Alien, complete the following:**

- a) Visa Type _____ Birth Country _____
- b) Dates of Authorized stay on Employment Certification and Visa Clarification approved by OISSS
_____ to _____
- c) Have you visited Michelle Anderson in University Payroll to complete tax documentation Yes No