### 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 | | | | |
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| **Select One Action Type:** | ☐ Hire | | ☐ Rehire | | ☐ Extend Appointment |
| **Candidate Legal Full Name:** | | | | | |
| **Student or Employee ID\*(if applicable):** *If a J1 Scholar, provide the Employee ID# provided by OIS* | | | | | |
| **If no Employee ID\*, Date of Birth:** *If a J1 Scholar, provide the Employee ID# provided by OIS* *Reminder: search match in PeopleSoft to see if Employee ID has been issued in the past to ensure no duplicate ID is created* | DOB: _____  _____  _____      **Month**     **Day**     **Year**  **J1 Scholar #** _____ | | | | |
| **Candidate Email Address:** | | | | | |
| **Department/Unit Name:** | Computer Science | | **OUC:** | 141901 | |
| **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:** If **On Campus**, List Building Number, Room Number, & Campus Box If **Not On Campus**, Enter Address of Specific Location | | | | | |
| **Supervisor Name:** | | | **Supervisor Employee ID:** | | |
| **Effective Date of Hire:** *No Retro effective dates and background check must be approved prior to effective date* | | | **Effective End Date:** | | |
| **Job Code:** Refer to the Unpaid Job Codes Matrix. Please put the job code you believe it should be: **CSC HR will contact ORI to confirm the Job Code** | | | | | |
| **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. |
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| What type of system access is required (email, building/facilities, financial, labs, libraries, internal systems/research programs, etc). Be specific. |
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| (3) Required Documentation | |
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| ☐ **CV / Resume** (Required for all unpaid research and faculty appointments) | ☐ **Offer Letter and Terms and Conditions** (Required for all unpaid research and faculty appointments; For unpaid faculty appointments with rank, make sure all department DVF rules and policies are followed |
| ☐ **Work Authorization Obtained? (if applicable)** (Work Authorization must be approved or in process to be approved prior to any unpaid appointments before the individual can start working) | ☐ **EAD card attached (If applicable)** (For applicants on F-1 OPT, have to have EAD card in hand before they can begin work) |

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**

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| ☐ | **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

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