

## Request to Hire/Rehire/Extend Temp

<https://cvm.ncsu.edu/internal/faculty-and-staff/human-resources/>

\*\*\* The request form can be located on our website – <https://cvm.ncsu.edu/internal/faculty-and-staff/human-resources/> under “Forms” near the bottom of the webpage.

\*\*\* No one should start working until notified by CVM HR that all paperwork is approved & in place

\*\*\* All temporary employees will be required to use KABA and you, the supervisor, MUST approve their time worked by the set deadline – Tuesday 5pm after time period ends on Friday.

\*\*\* You, the supervisor, are required to make corrections if employee fails to clock in/out or correct any other errors they may have. This should be documented with signatures of employee & supervisor and kept in the dept.

\*\*\* The request form is form fillable, please complete online before printing. Suggest saving it as well in case you need to rehire or extend that employee at a later date.

### **If requested temp is a Current NCSU Student**

Complete page 1 of the request

Obtain approval signatures from dept head & accountant

Grant – Miki Baggett must also sign

Submit to CVM HR

If working over 30 hours, per week, for 3 months or more – a completed ACA Work Hour Exception Form – will be provided by CVM HR – you must sign and return & CVM HR will acquire the Dean’s signature. CVM HR will notify when student is in the HR system and good to start.

If extending the end date – must notify CVM HR 30 days in advance, and can extend to graduation date – if funding available.

### **If requested temp is a Non NCSU Student**

Complete both pages of request form

Obtain approval signatures from dept. head & accountant

Grant – Miki Baggett must also sign

Submit to CVM HR

Must be posted for 5 days & selected candidate does have to complete background check – CVM HR notifies candidate of this and sends required documents.

You can already have someone in mind, but they will need to apply, please put their name on the form.

If you do not have anyone in mind, you will be set up as a Guest User.

Once you decide on who you would like to hire – please notify me via e-mail.

You do not have to interview any set number of applicants.

If you do interview more than one, please e-mail me all the names of those you interviewed.

Once you have selected your candidate, again, they will be sent an email from CVM HR with the background forms, etc. at that time.

If employee will be working over 20 hours per week can only work a maximum of 11 months. At that time they are required to take a 31 day break, we can then rehire without reposting, but they will be required to complete a new background check.

If employee will be working over 30 hours per week for 3 consecutive months, they will be benefits eligible per the ACA (Affordable Care Act). They will be notified by campus HR with that information.

If Extending End Date – must notify CVM HR 30 days in advance, and cannot extend beyond 11 months if working over 20 hours per week – provided funding is available.