



MEMORANDUM

TO: All Temporary & Student (non-work study) Employees
All Department Heads & Managers

FROM: Angela Revels-Bullard
Associate Vice Chancellor for Human Resources

DATE: February 16, 2009

RE: New Employment Guidelines and Forms

In an effort to increase efficiency and enhance customer service, the Office of Human Resources has revised the timesheet and recommendation form for the temporary and student (non-work study) employment process. Additionally, guidelines and workflow diagrams have been created to assist you with the updated procedures.

Effective immediately, all departments will begin using the attached versions of the recommendation form and timesheet (for students and temporary employees only). Please note changes to signature requirements on the recommendation form.

Thank you in advance for your immediate attention to this matter. For questions regarding temporary non-student employment, please contact Ms. Doris Lane at extension 1828. For questions regarding temporary student (non-work study) employment, please contact Ms. Ann Zomerfeld at extension 1856.

The new forms and supporting documents can be accessed online at <http://www.uncsu.edu/humres/TemporaryEmployment.htm>.