

Contract Employment

ITS Non-Permanent Staff Personnel Action Request Form

Requestor Information	
Date Submitted	Hiring Supervisor
ITS Division/Department (check one)	
<input type="checkbox"/> 601000	ITS – Vice Chancellor – CIO office
<input type="checkbox"/> 602000	Information Security
<input type="checkbox"/> 603000	Enterprise Applications/Connect Carolina
<input type="checkbox"/> 604000	Finance and Administration
<input type="checkbox"/> 605000	Infrastructure and Operations
<input type="checkbox"/> 606000	Teaching and Learning
<input type="checkbox"/> 607000	User Support and Engagement (including Help Desk, CCI, CRC and Software Acquisition)
<input type="checkbox"/> 608000	Communication Technologies
<input type="checkbox"/> 615000	Research Computing Center

Contractor Status/Type	
Direct Vendor Hire	<input type="checkbox"/> Independent <input type="checkbox"/>

ACTION REQUESTED:			
Employee's Name:		Name of Vendor	
<input type="checkbox"/>	Request for New Hire-Contractor*		
Requested Effective Date		Requested End Date	
Hourly Bill Rate**		Back up signature authority for contractor's timesheet (in managers absence)	

* The following item is Mandatory:

- Completion of Contractor Justification Attachment 1 – (second page)

** The hourly bill rate includes the employee rate and the vendor overhead

<input type="checkbox"/>	Request for Extension of Appointment			
Initial Hire Date		Current End Date		Requested End Date

<input type="checkbox"/>	Request for Salary Adjustment			
Old Rate	\$	Requested New Rate	\$	Requested Effective Date

<input type="checkbox"/>	Request for Termination			
End Date		I have notified the Vendor of the termination	Y <input type="checkbox"/> N <input type="checkbox"/>	

<input type="checkbox"/>	Other Action			
Brief Description				

Justification for Action Requested	

Signature: _____	Date: _____
<i>AVC/Executive Director for Division</i>	
Signature: _____	Date: _____
<i>Steve Haring, Executive Director, ITS Finance & Administration</i>	
Signature: _____	Date: _____
<i>Accounting Services</i>	

Chartfield Fund _____ Source _____ Acct _____ Dept _____ Prog Code _____