# Students & Temporary Employment

## IT's Non-Permanent Staff Personnel Action Request Form

**Requestor Information**

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Hiring Supervisor</th>
</tr>
</thead>
</table>

**ITS Division/Department (check one)**

- [ ] 601000 IT’S – Vice Chancellor – CIO office
- [ ] 602000 Information Security
- [ ] 603000 Enterprise Applications
- [ ] 603500 Enterprise Reposting and Departmental Systems
- [ ] 604000 Finance and Administration
- [ ] 605000 Infrastructure and Operations
- [ ] 606000 Educational Technologies
- [ ] 607000 Customer Experience and Engagement (including Help Desk, CCI, CRC)
- [ ] 615000 Research Computing Center

## Hiring Temporary Personnel

**SHRA ITS Temporary**
- [ ] Student Assistant

**EHRA ITS Temporary**
- [ ] Federal Work Study

**UNC-CH SHRA Student Assistant**
- [ ] (for Federal Work Study hires, consult with ITS HR)

- [ ] Request for New Hire-Temporary
- [ ] Request for Waiver of Recruitment (returning from 31-day break)

**Type of Temporary Employment**

<table>
<thead>
<tr>
<th>SHRA</th>
<th>EHRA</th>
<th>Number of working Days to Post Position*</th>
</tr>
</thead>
</table>

- Requested Effective Date
- Requested End Date

**Rate of Pay**

- Hours per Week

* Minimum posting period of 3 days (Contact ITS HR for required documentation)

- [ ] Request for New Hire-Student

**Student Name**

- Student PID

**Requested Effective Date**

- Requested End Date

**Rate of Pay**

- Hours per Week

## Other Temporary Employment Actions (check all that apply)

**Employee’s Name:**

- Employee PID

- [ ] Request for Extension

| Initial hire date | Current End Date | Requested End Date |

- [ ] Request for Salary Adjustment

| Old Rate $ | Requested New Rate $ | Requested Effective Date |

- [ ] Request for Change in Hours

| New Hours | Effective Date | Change is Permanent/Temporary |

| P | T |

- [ ] Request for Termination

| End Date |

## Justification for Action Requested

<table>
<thead>
<tr>
<th>Signature: AV/C Executive Director for Division</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Haring, Executive Director, ITS Finance &amp; Administration</td>
<td>Date:</td>
</tr>
<tr>
<td>Accounting Services</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chartfield Fund</th>
<th>Source</th>
<th>Acct</th>
<th>Dept</th>
<th>Prog Code</th>
</tr>
</thead>
</table>

- Form must have ALL signatures above before being submitted to the ITS Human Resources Office.