### Students & Temporary Employment

**ITS 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 ITS – Vice Chancellor – CIO office
- [ ] 602000 Information Security
- [ ] 603000 Enterprise Applications/Connect Carolina
- [ ] 604000 Finance and Administration
- [ ] 605000 Infrastructure and Operations
- [ ] 606000 Teaching and Learning
- [ ] 607000 User Support and Engagement (including Help Desk, CCI, CRC and Software Acquisition)
- [ ] 608000 Communication Technologies
- [ ] 615000 Research Computing Center

#### Hiring Temporary Personnel

- [ ] SHRA ITS Temporary
- [ ] Student Assistant
- [ ] Request for New Hire-Temporary
- [ ] EHRA ITS Temporary
- [ ] Federal Work Study
- [ ] Request for Waiver of Recruitment (returning from 31-day break)
- [ ] UNC-CH SHRA Student Assistant
- [ ] (for Federal Work Study hires, consult with ITS HR)

**Type of Temporary Employment**

<table>
<thead>
<tr>
<th>SHRA</th>
<th>EHRA</th>
</tr>
</thead>
</table>

**Number of working Days to Post Position**

- [ ] Requested Effective Date
- [ ] Requested End Date
- [ ] 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)

- [ ] Request for Extension
- [ ] Initial hire date
- [ ] Current End Date
- [ ] Requested End Date

- [ ] Request for Reassignment
- [ ] Current Supervisor
- [ ] New Supervisor
- [ ] Requested Effective 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

**Signature:**

**AVC/Executive Director for Division**

**Signature:**

**Steve Haring, Executive Director, ITS Finance & Administration**

**Signature:**

**Accounting Services**

<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.*