

**Sciences HR New Hire Form for an UNPAID APPOINTMENT**

**INSTRUCTIONS:** Please complete this form, collect all necessary documentation, and scan packet to [COS\\_HumanResources@ncsu.edu](mailto:COS_HumanResources@ncsu.edu) within 10 days of Effective Date.

<b>(1) Action Information</b>	
<input type="checkbox"/> Employee Name:	
<input type="checkbox"/> Employee ID (if applicable):	<input type="checkbox"/> If no Empl ID, Date of Birth:
<input type="checkbox"/> Department Name/OUC:	
<input type="checkbox"/> Building & Room Number, CB#:	
<input type="checkbox"/> Candidate Email Address:	
<input type="checkbox"/> Supervisor Name/Empl ID:	
<input type="checkbox"/> Effective Date of Hire:	<input type="checkbox"/> Effective End Date:
<input type="checkbox"/> Select One Action Type: <input type="checkbox"/> Hire <input type="checkbox"/> Extend Appt <input type="checkbox"/> End Appointment	
<input type="checkbox"/> Job Code:	<input type="checkbox"/> Job Title:
<b>(2) Please describe the nature of this appointment. Please be specific as to why the unpaid appointment is needed. If appointment is off campus, please provide off-campus address here.</b>	
<b>(3) Necessary Documentation</b>	
<input type="checkbox"/> CV / Resume	<input type="checkbox"/> Emeritus Appointment Letter (if applicable)
<input type="checkbox"/> <a href="#">Patent Agreement</a> (if involved in Research)	<input type="checkbox"/> Invitation Letter (if applicable)
<b>(4) Approval Section - Department</b>	
Prepared By Name / Date:	
Supervisor Signature / Date:	

**\*All packages submitted through this process will be entered in JAR by COS HR.**