



University Temporary Services Temporary Employee Guidelines

NC State University
20 Enterprise St. Suite 1
Campus Box 7322
Raleigh, NC 27607
Main Line: 919-515-7060

UNC-Chapel Hill
104 Airport Drive
Campus Box 1045
Chapel Hill, NC 27599
Main Line: 919-843-9454

Welcome!

Thank you for applying with University Temporary Services (UTS). We provide temporary staffing services to both NC State and UNC Chapel Hill. The central office is located at NC State so you will notice that several forms as well as your paycheck will be issued through NC State regardless of the location of your assignment.

Your role through UTS is critical to the day-to-day operation of each University. You may fill in for unexpected or scheduled staff shortages, provide crucial support during a work surge, or complete a special project. Your skills and experience will guide you to success.

You will gain valuable University experience through UTS and you may apply for permanent positions at each university while you are working with us. We will work with you to coordinate your transition when you accept a permanent position.

Temporary Employment Process

All individuals interested in employment through UTS must successfully complete the application process:

- Complete the online application
- Interview with a UTS Representative
- Provide 2-3 work references that include 2 supervisors
- Complete criminal background check

UTS will process your application, verify your previous employment, check references, and assess your skills, experience and availability.

Any offer of employment is contingent pending the completion of a required criminal background check. A criminal conviction in and of itself does not disqualify you from employment through UTS but due to the nature of some convictions, employment in certain positions may be unavailable to you.

Please be sure to keep your contact telephone numbers up-to-date. If we are unable to reach you or our calls are not returned, we will remove you from our candidate pool. If you do not call in when your assignment ends, we will not know you are interested in a new assignment.

Supervision

Although you have a site supervisor when on assignment, UTS remains your primary employer. Any concerns or questions you have about your assignment should be directed to UTS. You may receive coaching from both your site supervisor and your UTS Staffing Specialist. If you have received conflicting information and need assistance, please contact the UTS Staffing Specialist.

Duration of Assignment

Your appointment is for a period of eleven calendar months or less, from the date of your first work day. You can be re-employed in a new temporary assignment or re-employed in the same assignment after a 32 day break in employment. UTS will notify you as this mandatory break in assignment is approaching. If you are a retiree or average 19 hours a week or less, this does not apply to you.

Employment through University Temporary Services may be terminated at any time with or without cause.

Onboarding Center: I-9, Direct Deposit, W-4 and ID Badge

On your first day, UTS will set up an appointment for you to visit the Onboarding Center. You will receive an email from OBC directing you on what to bring for your I-9, Direct Deposit, W-4 and ID badge. This will usually take about 30 minutes of your time.

Parking

NC State:

You are eligible to purchase temporary parking passes. UTS will provide you with a Parking Request Form that you will take to the Transportation department to purchase your pass. Currently the parking fee is \$2 per day. Please note: there are no refunds if you purchase more days than you need. To purchase your parking, go directly to the Transportation Office located in the Administrative Services 1 Building at 2721 Sullivan Drive. You may also speak with the Onboarding Specialist about parking near your work location as well as other transportation options.

UNC:

Some departments may provide you with a parking permit, but most cannot due to limited parking on campus. A UTS representative will assist you in finding your best option for navigating campus, whether through Park and Ride, parking decks or on-site parking. Chapel Hill's transit system is free and can be accessed at www.chtransit.org.

Time Clock

As an employee of University Temporary Services, you will be paid on the NCSU biweekly pay schedule. UTS employees record their hours worked using an electronic timekeeping system called KABA. Your hours will be recorded as you clock in and out using a web clock on a computer or a wall time clock.

Please see your supervisor on the first day of your assignment for instructions on how to clock IN/OUT. It is your responsibility to maintain an accurate record of your time in the KABA system to ensure that you are paid correctly and timely. You may also visit <https://hrim.hr.ncsu.edu/kaba-resources/> for additional information and instructions.

Breaks

Please verify your scheduled break time with your site supervisor and indicate this time in KABA if the break is more than 15 minutes.

Recording Hours

Please note that per UTS guidelines, each week stands alone regarding overtime. Any time worked over 40 hours in each week would be considered overtime. This limits make-up time to each week. For instance, if you miss 5 hours on a Monday, you will have until the end of the week to make it up. If you attempt to add that 5-hour deficit to the following week of that pay period, you will accumulate 45 hours of work. You would be considered to have 35 hours of straight time for week one, and 40 hours of straight time plus 5 hours overtime (time and a half) for week two. Any hours exceeding 40 need to first be approved by your on-site supervisor.

Typically, UTS employees do not telecommute. However, if your supervisor requests that you work from home occasionally and there is a way to track your hours or monitor production for timekeeping purposes, UTS will need to speak with your supervisor to approve this. Please contact the UTS office if you believe that your assignment may include telecommuting.

Holiday Schedule/Closings

Your work schedule follows the holiday/closing schedule for the University. Temporary employees are not paid for University holidays or closings, unless your supervisor requires you to be there. Please check with your supervisor or the UTS office to find out which days the University is closed. You may also reference this link: <https://hr.ncsu.edu/common-tasks/university-holidays-and-closings/>

It is your responsibility to be aware of your department's policies during adverse weather conditions. Call your site supervisor to determine whether the University will be opened or closed when experiencing inclement weather. If the University is open, you must contact your supervisor to let them know if you are unable to report to work. If the University is closed, you should not report to work. Be sure to watch your local news to determine if the University is closed or delayed. You will not be paid for hours not worked during periods of adverse weather. Please refer to the University's Adverse Weather policy for additional information. <https://benefits.hr.ncsu.edu/adverse-weather-policies/>

Attendance and Tardiness

Departments request temporary employees to cover critical employment needs. Failure to show up on time and/or failure to show up every day will have a negative impact on the department's work flow.

You are expected to work all of the hours and days you are scheduled. Any exceptions need to be discussed with BOTH your site supervisor and the UTS Staffing Specialist. Please notify each individual as soon as possible. Excessive absenteeism may be grounds for dismissal.

Please let your supervisor know as soon as possible if you have a personal appointment or an interview for a permanent position that must occur during your work schedule. Please try to schedule appointments outside of your work hours or at the convenience of your supervisor. The UTS Staffing Specialist can discuss your need for flexibility with your supervisor if needed.

Paychecks

Paychecks are issued through direct deposit only. UTS employees are paid bi-weekly according to the [NC State bi-weekly pay schedule](#). All temporary employees are able to view their Pay Advice "stub" by logging into the NC State Portal (<https://www.ncsu.edu/>) and select **Resources>MyPack Portal>login with unity id and password** and search under "**Employee Self Service**". The UTS office and/or the Onboarding Center will provide each temporary employee with their unique login information. Please note: you are also able to update or edit tax forms information via the portal but changes to your direct deposit information must be made in person with the Payroll Department located at 1220 Varsity Drive.

Employee Resources

Carmichael Gym membership is available for UTS employees on a month-to-month basis. For more information, please visit:

<https://recreation.dasa.ncsu.edu/memberships/non-student/>

UNC 403b Plans-Visit <https://benefits.hr.ncsu.edu/retirement-plans/unc-403b-plans-fidelity-and-tiaa/>

Safety in the Workplace

Every employee, student and visitor of each campus must share in the responsibility of maintaining a safe environment for all. You are required to comply with each University's Department of Environment, Health and Safety policies and procedures regarding safety training, vaccinations, and medical surveillance within the first 10 days of your employment. There is a checklist that must be completed and reviewed with all employees by their manager prior to their commencement of work activities. A new employee is an employee who is a new hire, transfer into a department from within the university, graduate, post-doctoral, or other student. The checklist is found at <https://ncsu.edu/ehs/2010/managercklst.html>

All UNC employees, including temporary, are required to complete general safety training through

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Environmental Health and Safety (EHS). This training is offered online at: www.ehs.unc.edu/training/neo.shtml.

Safety in a Healthcare Environment (UNC Location)

If your position places you in a healthcare environment or if your duties involve healthcare, you must complete the items outlined in the "EHS Conditions of Employment" document in accordance to the time frames and frequency specified. This document will be provided to you by your department.

To comply with University policies, if your position's duties include engaging in University healthcare activities, you must disclose to your Department Head if you are currently, or later become, infected with either the HIV or the Hepatitis B viruses.

Work-Related Injuries

If you are injured at work, you must immediately report your injury to your site supervisor and to UTS. Your site supervisor will complete an injury report. If you need to see a doctor regarding your injury, you can seek medical attention at:

NC State

*Rx Urgent Care
3100 Blue Ridge Road
Raleigh, NC
Phone: 919-719-2250
M-F 8-8; Sat 9-3; Sun 9-3

UNC

University Occupational Health
145 North Medical Drive
Chapel Hill, NC
Phone: 919-966-9119
M-F 8:30-4:30
After hours: 919-966-7890

*Please Note: NCSU employees can visit any of the Urgent Care Centers. The location on Blue Ridge is the closest center if the injury occurs on the main campus.

Violence in the Workplace

It is your responsibility to report any inappropriate activity or actions you witness or are involved in, including:

- Physical and verbal threats
- Use of profane or abusive language
- Harassment of any nature
- Blatant disrespect towards any person

If you are found to commit any act of violence, your employment status may be terminated without notice.

Use of University Property and Equipment

Use of University property, equipment, phones, and vehicles must be work related and authorized. Reproduction or copying of University documents must have prior approval. If you are issued keys or related State property, they must be turned in at the completion of your assignment.

University Policies

Please review each University policy and how it relates to you and the workplace.

[The Drug-Free Schools and Communities Act](#)

[Equal Opportunity and Nondiscrimination](#)

[Title IX](#)

[Unlawful Harassment Policy Statement](#)

[FML Rights](#)

[FML Rights in Spanish](#)

Termination

If you are discharged from UTS for poor job performance or personal misconduct, then you may also be ineligible for permanent employment with either University. If you have a question regarding your separation, please contact the UTS Manager.

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Permanent Employment

You can continue your search for permanent employment while working with UTS. You will need to submit an application for specific permanent vacancies via the University's website. You should update your application for permanent positions to indicate that you are working with UTS and list your UTS Staffing Specialist as your supervisor.

Resignation Notification

UTS requires that employees provide a **week's notice** in writing via fax or email when ending an assignment to provide ample time to identify a replacement. Failure to provide a week's notice without extenuating circumstances that are discussed and approved by the UTS manager may result in your ability to be considered for future assignments.

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We appreciate your interest in employment. UTS is here to help you successfully connect with employment at the University. Communication with the UTS staff throughout the employment process helps to guarantee success. Should you have issues or concerns, please contact UTS so we can help you resolve the matter as soon as possible.

The Policies and procedures in this manual are not intended to be contractual commitments by University Temporary Services and they shall not be construed as such by employees.

The policies and procedures are intended to be guidelines to employees and are merely descriptive of suggested procedures to be followed. University Temporary Services reserves the right to revoke, change, or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continued employment, benefits, or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this document.