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I agree to accept temporary employment at UNC Pembroke on the following terms:

1. Prior to reporting to work I must complete and submit a W-4 (W-4 Employee’s Withholding Allowance Certificate) and NC-4 (NC-4 Employee’s Withholding Allowance Certificate) tax forms, a complete Section 1 of the I-9 Employment Eligibility Verification (I-9 Employment Eligibility Form), and DoIT Banner Account Application form. Some Temporary Assistant positions may require a criminal background check. If so, the department will require completion of a Criminal Background Check. I understand that I cannot begin work until notified by supervisor that the background check is completed.

2. Per Office of the State Controller and UNCP Policy, I understand that it is a Condition of my Employment for me to be enrolled in Direct Deposit within 30 days of hire or rehire. Failure to provide a completed Direct Deposit form with accompanying documentation to the Payroll Office for Direct Deposit may result in a delay in my pay and/or termination of my employment.

3. I will report to the reporting supervisor stated on the Temporary Assignment Agreement form.

4. As an hourly Temporary Assistant, I must enter my work hours in Braveweb and submit it by no later than noon on the Monday following the end of a bi-weekly work period in order to be included in the next bi-weekly payroll date.

5. My supervisor and I must verify the time worked and my supervisor must approve the Braveweb self-service timesheet by no later than close of business on Monday following the end of a bi-weekly work period in order to be included in the next bi-weekly payroll date.

6. Bi-weekly Timesheets (paper form) will be used to submit work hours late due to missed time entry in a pay period. These timesheets will be processed in the next bi-weekly pay date (see bi-weekly payroll calendar) after receipt in the Payroll Department.

7. I am required to give regular, punctual, efficient, and cooperative performance on my job assignment.

8. I am required to notify supervisor in advance if illness or unforeseen circumstance prevents my attendance at work.

9. I will conduct myself in a professional manner in the workplace. I agree that I will not violate University Workplace Harassment, Drugs & Alcohol and other employment related Human Resources policies. Policies are available on the HR website at: https://www.uncp.edu/resources/finance-and-administration/policies-and-procedures/human-resources. It is my responsibility to review and understand these policies. If I have any questions, I will contact the Office of Human Resources at 910-521-6279.

10. I agree to inform my reporting supervisor if I accept a temporary assignment with another department or supervisor which may create a Fair Labor Standards Act (FLSA) issue if I work more than 40 hours in a work week (Monday - Sunday).

11. The flat rate agreement amount or hourly rate for all hours worked is the total amount I anticipate receiving for this agreement. I agree I will not receive payment for any work exceeding the flat rate agreement amount or hours worked outside of this agreement period.

12. I understand that the continuation of this position is subject to the availability of the appropriate budget in the fund supporting this position.

Temporary Assistant's Signature ___________________________ Date ___________________________

Supervisor of Temporary Assistant

I understand the Temporary Assignment Agreement is to be completed by providing information in all data fields, without any data cross outs and/or re-writes, and without using white out to revise original data.

I understand as the Employer Representative, for new temporary employees I must verify Section 1 and complete Section 2 - Employer Review and Verification of the I-9 Employment Eligibility Verification form. I must then complete the E-Verify Department of Homeland Security online employment verification process on the first day the temporary assistant begins the work assignment. I will contact the Controller’s Office before hiring a Non-Resident Alien (non-U.S. citizen) to verify eligibility for employment through the State of North Carolina.

If I require Supervisor Employee Self-Service Training to approve timesheets, I will contact Human Resources, ext. 6279, immediately after hiring an hourly temporary assistant. Further, I agree to notify Human Resources if my temporary assistant informs me he/she is working on another assignment agreement, to prevent the university from incurring overtime under the Fair Labor Standards Act (FLSA).

I understand that it is my responsibility to monitor and supervise the temporary assistant by making an effort to assist in: solving any work assignment problems; reviewing and approving Braveweb Employee Self-Service Web Time Entry Timesheet by no later than the end of the business day on the Monday following the end of the bi-weekly pay period end date. I am the primary person responsible to ensure timely payment to a temporary assistant. Supervisors are required to add a comment on a monthly basis that describes the performance job rating.

Supervisor's Signature ___________________________ Date ___________________________

Revised 07/29/2020