

Employment through Temporary Solutions

Congratulations on your temporary work assignment with the State of North Carolina! The following information is provided to introduce you to Temporary Solutions and address important details about your work assignment.

Temporary Solutions is a program of the North Carolina Office of State Human Resources (OSHR). We provide state government agencies with a variety of services designed to fill temporary positions with highly qualified candidates and monitor agency compliance with temporary employment laws and policies. Temporary Solutions provides the names of qualified candidates to agencies, processes payroll, withholds state and federal taxes, and verifies your employment eligibility. We also provide recruitment and onboarding services and ensure that eligible temporary workers are offered employer-provided health insurance.

Temporary Solutions is located at 1110 Navaho Drive, Suite 200, Raleigh, NC 27609. Our office hours are Monday through Friday, 8:00AM – 5:00PM, except for state holidays. Our main telephone number is 984-236-1040, our fax number is 984-236-1099, and our email address is temporary.solutions@nc.gov. Most of our team members have a hybrid work schedule, so we recommend contacting us by phone or email first if you need to meet with a team member in person.

_____ **Safety first!** All employees are required to read and be familiar with the contents of the State Employee Safety and Health Handbook, which can be found by visiting the OSHR website at oshr.nc.gov and searching “safety handbook.” Your employing agency should also provide you with its own safety handbook and guidelines.

_____ **Your assigned agency is your employer. It sets your work schedule, assigns your job duties, and makes other decisions about your employment.** As your employer, your agency determines the specifics about your work assignment. This includes who and when to hire, your work location, required equipment, who your supervisor is, general workplace rules, and what training you may need. The agency also determines your hourly rate and length of assignment.

Your employing agency may conduct reference checks and/or background checks as required by agency policy.

Your employing agency reserves the right to terminate your temporary assignment at any time. The agency may request that Temporary Solutions notifies you of its termination decision.

If you have any questions regarding your employment, please contact your agency supervisor first. If you are not satisfied with your placement after discussing it with your employing agency, you should contact a Temporary Solutions Placement Counselor. Please note that new assignments are not guaranteed, even if you have been previously employed through Temporary Solutions.

_____ **You are responsible for notifying your agency supervisor as soon as possible if you will be late for or absent from work, such as for sickness, transportation issues, etc.**

_____ **Temporary Solutions is committed to providing all workers a positive, discrimination-free work environment.** Temporary Solutions does not make hiring or termination decisions, as this is the responsibility of your employing agency. However, Temporary Solutions will attempt to refer you to a more suitable assignment if an employment environment becomes untenable.

If you wish to discuss an incident involving discrimination or harassment by an employee of OSHR or Temporary Solutions or are uncertain on how to proceed, please contact the OSHR Equal Employment Officer by calling the main OSHR phone number: 984-236-0800. If you wish to discuss an incident involving discrimination, harassment, or a hostile work environment at your employing agency, please contact your employing agency's Equal Employment Officer. If you do not know who serves as your employing agency's Equal Employment Officer, please contact OSHR for that information.

_____ **Temporary Solutions participates in E-Verify.** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Temporary Solutions performs eligibility verification on behalf of your employing agency using E-Verify and the information you provide on and with your Form I-9. Temporary Solutions is required to verify your employment eligibility no later than three days after your first day of work for pay.

_____ **You are not eligible for certain benefits as a temporary employee.** Temporary employees do not receive: retirement credit or membership in the Teachers' and State Employees' Retirement System (TSERS); leave (vacation, sick, etc.); paid holidays; total state service credit; severance pay; or priority reemployment consideration. You may be eligible for enrollment in the High Deductible Health Plan (HDHP) based on certain criteria. If so, you will receive a notice of eligibility from Temporary Solutions.

_____ **Your temporary assignment is limited to eleven (11) consecutive months, at which point your assignment must end and you must be separated from employment.** This is called the Mandatory Separation Requirement and sometimes referred to as the "break-in-service" or "31-day break." Please note that the mandatory separation period is not truly a "break." You are eligible for but not guaranteed reemployment into a temporary position with the state on the 32nd day of separation. The period you do not work may occur at any time during your temporary assignment with the approval of your employing agency or supervisor. Please visit the "Mandatory Separation Requirement" page on our website, www.nctemporarysolutions.com, for more information and examples.

State policy provides an exception to the mandatory separation requirement for: State of North Carolina retirees; non-State of North Carolina retirees; full-time students; interns and externs; and inmates. These individuals may work more than eleven (11) continuous months without a break-in-service but must take a break-in-service immediately if their status changes to one that is not exempted.

I do not qualify for the mandatory break-in-service exception because I am not retired, a full-time student, intern, extern, or inmate.

I qualify for the mandatory break-in-service exception because:

I am retired from North Carolina state government and drawing retirement compensation from TSERS. I verify that I have been retired for six (6) months or more and I am not seeking or available for permanent employment. I understand that I am subject to an annual earnings limit established by the North Carolina Department of State Treasurer. I understand that if I am expected to work 30 or more hours per week on average per year or if I work more than 1,559 hours in a year, I will become an active state employee in the State Health Plan upon continued temporary employment with the state and I and my employing agency will be responsible for the associated costs of my active state employee status.

Please indicate if you are retired from North Carolina state government but do not receive State Health Plan benefits as a retiree.

Please indicate if you are retired from the North Carolina Community College System.

I am not retired from North Carolina state government, but I am drawing retirement benefits from one or more of the following:

- Private company
- United States military
- Federal government
- North Carolina local or county government
- Social Security
- Another State's retirement system
- Other _____

I am a full-time student, which is an undergraduate taking at least twelve (12) semester hours or a graduate student taking at least nine (9) semester hours. I understand that I am required to provide Temporary Solutions with a copy of my course schedule each semester and that it will be used to verify my exception eligibility as a full-time student.

I am an intern or extern.

I am an inmate on a work-release program.

_____ **You are responsible for your timesheet.** There are three ways to submit your time to Temporary Solutions: 1) enter it directly into the Integrated HR-Payroll System, formerly called BEACON, via the online portal at mybeacon.its.state.nc.us or through the HR/Payroll Mobile App¹; 2) scan and email your paper timesheet to TS.Timesheets@nc.gov; or 3) hand-deliver your paper timesheet to the Temporary Solutions office. You must have a state-issued NCID to enter your time directly into the Integrated HR-Payroll System online portal or mobile app. NCIDs are authorized and issued by your employing agency.

Please note the following when completing your Temporary Solutions paper timesheet to help ensure timely and accurate processing:

When completing your timesheet, you must use only one (1) timesheet per pay period. Do not combine dates that are not in the same pay period. The pay period schedule is maintained by the North Carolina Office of State Controller (OSC). It can be found by visiting www.osc.nc.gov, searching "payroll calendars" on the site, and selecting the PDF file for Payroll Calendar - Pay Periods.

Complete the entire form, including obtaining your supervisor's signature.

¹ The HR/Payroll Mobile App is available in the Apple App Store and Google Play. Search for *SAP Fiori Client* and follow the installation instructions located on the OSC website at osc.nc.gov/state-agency-resources/customer-service-hr-payroll/hrpayroll.mobile-app.

Use your legal name instead of a nickname.

Make and retain a copy of your timesheet for yourself and your supervisor before submitting the timesheet to Temporary Solutions.

A small number of agency employers require temporary employees to submit time differently, such as through an alternate timekeeping system or by turning in timesheets to the agency for forwarding to Temporary Solutions. Please check with your supervisor or employing agency on your first day of work.

_____ **The deadline for submitting your complete, correct, and signed paper timesheet in person at the Temporary Solutions office or via email is 12:00 noon on the Monday following the end of the pay period.** The pay period schedule can be found by visiting www.osc.nc.gov, searching “payroll calendars” on the site, and selecting the PDF file for Payroll Calendar - Pay Periods. You may not be paid on the next scheduled pay day if your timesheet is late.

_____ **If you submit your time directly into the Integrated HR-Payroll System, formerly called BEACON, via the online portal or mobile app, you must ensure that the time is released by you and approved by your supervisor no later than the day before payroll finalization. You will not be paid on the next scheduled pay day if your time is not approved by your supervisor in the Integrated HR-Payroll System before finalization for that pay period. Neither Temporary Solutions, your employing agency, nor OSC can change or force a late payment for the next pay day once payroll finalizes.**

Finalization dates can be found on the OSC payroll calendars by visiting www.osc.nc.gov, searching “payroll calendars” on the site, and selecting the Excel or PDF files for Payroll Calendar – Monthly Quarter View or Monthly Individual View. Bi-weekly finalization dates appear as “04XX PY Finalization” with XX identifying the bi-weekly pay period 01-26.

_____ **Pay day is every other Friday.** If pay day falls on a state holiday, you will be paid on the last working day before the holiday. Pay dates can be found on the OSC payroll calendars by visiting www.osc.nc.gov, searching “payroll calendars” on the site, and selecting the PDF file for Payroll Calendar - Pay Periods.

All state payroll is paid electronically through direct deposit. Changes to your direct deposit information can be made by submitting a completed Direct Deposit Enrollment and Change Form to Temporary Solutions. The form can be found by visiting www.nctemporarysolutions.com and selecting “Forms and Guides” then “Applicants.” If you have a NCID and access to the Integrated HR-Payroll System online portal, you can make changes to your direct deposit information by selecting the “My Data (ESS)” tab, then “My Personal Data,” then “Direct Deposit – Bank Information.”

Please note that your first and last pay checks may be paper. OSC mails all paper checks directly to the temporary employee using the mailing address on file.

_____ **Please keep your contact information current with Temporary Solutions.** If important information about you changes, such as your name or contact information, please complete the appropriate form found on our website, www.nctemporarysolutions.com, under “Forms and Guides” then “Employees.” If you have a NCID and access to the Integrated HR-Payroll System online portal, you can make changes to your information by selecting the “My Data (ESS)” tab then “My Personal Data.” There you can maintain your mailing address, personal phone number, personal email address, and even your state and federal tax withholding.

By signing below, I verify that I understand and agree to comply with the above statements and requirements. I have answered all questions accurately and to the best of my knowledge. I understand that I must notify Temporary Solutions of any change in status noted above.

Legal Name (Print)

Signature Date

Address

City, State ZIP

Home Phone Mobile Phone

Personal Email

Emergency Contact Information

This information will remain confidential and only used in the event of an emergency.

Name

Relationship to You

Address

City, State ZIP

Home Phone Mobile Phone

Personal Email