

To facilitate compliance with the federal Fair Labor Standards Act (FLSA), most temporary employees should complete time records and be paid by the hour. Exceptions require this form to establish a flat rate for a temporary employee.

*Approval from Human Resources should be obtained prior to an offer of employment with a flat rate.*

**Employee Information**

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Current NCSU Student? ☐ Yes ☐ No ☐ Undergraduate ☐ Graduate Foreign National ☐ Yes ☐ No

If yes, Degree Program \_\_\_\_\_

Please note it is not permissible to pay a foreign national on a flat rate except in J-1 Visa Status.

**Temporary Assignment Information**

Reference the link for permissible Job Codes and Titles: [http://www.ncsu.edu/human\\_resources/hrim/pdf/FlatRatePayments.pdf](http://www.ncsu.edu/human_resources/hrim/pdf/FlatRatePayments.pdf)

Proposed Job Code and Title \_\_\_\_\_

Hiring Department \_\_\_\_\_ Campus Box \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Personnel Contact \_\_\_\_\_ Phone \_\_\_\_\_

Work Period Duration: Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Estimated Standard Hours Per/wk \_\_\_\_\_

To Be Paid from Account # \_\_\_\_\_ Total Flat Rate Requested \$ \_\_\_\_\_ Equivalent Biweekly Amount \$ \_\_\_\_\_

**Description and Justification**

Description of Work (duties, specialized skills required, work location)

Justification or Reason for Exception (degree(s), years of related experience, technical skills, special credentials, etc.)

Additional Comments

**Signatures**

Supervisor \_\_\_\_\_ Fax Number \_\_\_\_\_ Date \_\_\_\_\_

College or Division Level Representative \_\_\_\_\_ Date \_\_\_\_\_  
(if required by College or Division)

Human Resources \_\_\_\_\_ Date \_\_\_\_\_