HR Steps Needed to Recruit, Hire, and Pay Your Exchange Visitor

ASAP, Prior to Exchange Visitor’s arrival:

- Create a position if employee will be monthly, working over 10/hrs week
- Decide on a Job Code
- Post monthly job on NCSU Online Employment System using “EPA Waiver of Recruitment” category
- Submit Flat Rate Request if needed (Bi-weekly, non-hourly only)
- Have candidate submit Background Check Release Form to Background Checks Dept. via fax or mail
- Create Offer Letter for Monthly or No-Pay Employees

Upon Arrival:

- Have employee complete I-9 and PIF (Personnel Information Form)
- Make appointment for Employee to meet with International Taxation Specialist (Michelle Anderson)
- Enter Monthly Hire into the HR System (This step is completed by the College-Level HR Department) or Bi-Weekly Hire into VPAF (completed by Department Personnel Rep)
- Monthly Employees: Submit copies of all backup documentation to College Level HR/HRIM:
  - PIF (Personnel Information Form)
  - Offer Letter
  - Resume/CV
  - Offer Approval e-mail from Employment
  - Patent Agreement
  - Original I-9

Bi-Weekly employees, submit to College Level HR/HRIM:

- PIF
- Original I-9