**CHASS HR Services**

**EPS Non-Faculty (At Will) Offer Letter Request Form**

**(Upload form to the Personnel Request)**

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| **Candidate Information** | | | |
| **Legal First Name** | Click here to enter text | **Department** | Select an item |
| **Legal Last Name** | Click here to enter text | **Appointment Begin Date**  *(this may change based on factors such as background check, payroll lockout, etc.)* | Click here to enter a date |
| **Address City, State, Zip Code** | Click here to enter text | **Requested Salary** | Click here to enter text |
| **Salutation Name** *(Will follow “Dear” Ex: Dr. Smith)* | Click here to enter text | **Is** [**Remote Work Approval**](https://cdn.chass.ncsu.edu/sites/busoffice.chass.ncsu.edu/hr/Remote%20Work%20Request%20Form.docx) **Needed?** *(for 100% remote or working primarily outside of NC.* [*See policy*](https://policies.ncsu.edu/regulation/reg-05-55-11/)*.)* | Yes No  If Yes, attach Remote Work Approval form. Offer cannot be made until this is approved. |
| **Project ID** | Click here to enter text. | **Distribution %**  *(If only one project ID, distribution should be 100%)* | Click here to enter text. |
| **Building Name** | Click here to enter text. | **Room Number (or n/a)** | Click here to enter text. |

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| **Position Contingent on Funding** |
| Yes  No  Note: If you checked yes, please enter the name of the funding source Click to enter funding source |

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| **Are you offering a** [**relocation allowance**](https://cdn.chass.ncsu.edu/sites/busoffice.chass.ncsu.edu/hr/Relocation%20Allowance.pdf)**?** Yes No  *If yes, enter only the amount below*. *Ensure that the* [*Non-Salary Deferred Compensation Form*](https://policies.ncsu.edu/wordpress/wp-content/uploads/2016/06/Non-Salary-Compensation-Form-fillable_FINALv2-1.pdf) *is submitted.*  \*\*Note: Any relocation amount provided to an EPS non-faculty employee must be fully covered by the department. |
| The College of Humanities and Social Sciences will provide moving expenses (i.e. house hunting, household moving and temporary housing expenses) for relocation to North Carolina, in the amount of $Enter Amount. In accordance with IRS tax rules, relocation allowances are fully taxable to the employee and are subject to applicable payroll tax withholding. If you have questions regarding IRS tax rules related to your relocation allowance, please contact your own tax, legal and accounting advisers before signing this employment agreement. Please be advised that you will not be required to provide receipts for this lump sum relocation allowance in accordance with NC State Policy 05.15.03- Non-Salary and Deferred Compensation. The University will not be responsible for relocation expenses that exceed the amount approved as part of this employment agreement. |

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| **Return Date:**  *The return by date is approximately 2 weeks after the offer letter is dated. If you would like to deviate from that timeframe, please indicate below.* |
| Enter Text |

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| **Comments/Additional Information** |
| Enter Text |