

CHASS HR Services
EPS Non-Faculty (At Will) Offer Letter Request Form
(Upload form to the Personnel Request)

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 <i>(this may change based on factors such as background check, payroll lockout, etc.)</i>	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 <i>(Will follow "Dear" Ex: Dr. Smith)</i>	Click here to enter text	Is Remote Work Approval Needed? <i>(for 100% remote or working primarily outside of NC. See policy.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach Remote Work Approval form. Offer cannot be made until this is approved.
Project ID	Click here to enter text.	Distribution % <i>(If only one project ID, distribution should be 100%)</i>	Click here to enter text.
Building Name	Click here to enter text.	Room Number (or n/a)	Click here to enter text.

Position Contingent on Funding

Yes No Note: If you checked yes, please enter the name of the funding source [Click to enter funding source](#)

Are you offering a [relocation allowance](#)? Yes No

If yes, enter only the amount below. Ensure that the [Non-Salary Deferred Compensation Form](#) 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.

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

Comments/Additional Information

Enter Text

