May 17, 2021

The Office of Human Resources is utilizing Adobe Sign to e-sign forms.

Adobe sign forms do not move backwards. If you make an error, you will need to start over. Forms are only rerouted for workflow errors. Rerouted forms will not automatically return to you once completed, to request a copy of forms, email hr@ecsu.edu. You can not monitor where forms may be, so please email hr@ecsu.edu to check in on the status of your forms, if you do not receive a completed copy. Forms should be submitted and completed based on the payroll calendar deadline for processing.

Access forms by following these steps: www.ecsu.edu <Inside ECSU <Faculty and Staff<Human Resources< Talent Management <Forms and Documents

The employee completing the form should enter their Banner number.

1. **Chancellor’s Approval Form**- Position Action requiring the Chancellor’s approval (Post a position, Hiring Proposal,

2. **Exceptions Form**- Used to request employment actions during the Pandemic

3. **Position Action Form**- Used to establish positions and change Funding sources (through 6.30.21)

4. **New Position Action Form**- Used to establish positions and change Funding sources

5. **Request to Post Form**- a position-Individual Form-Used to Post vacancies

6. **New Request to Post a position-Packet**- Used to Post positions, includes a space to upload the position description and organizational chart,(Request to post form + Exceptions form + Chancellor’s Approval Form) (through 6.30.21)

7. **Student Employment Personnel Action Form**- Used to request to pay students-must adhere to new guidelines from Business & Finance and flow through payroll

8. **Supplemental Pay-EHRA**- Used to pay for services in addition to the regular EHRA work assignment. Services rendered must not interfere or conflict with the primary duties and must comply with the guidelines outlined in ECSU Policy 200.3.3

Division of Human Resources
1704 Weeksville Rd. Elizabeth City, NC 27909

p: 252. 335. 3252  |  f: 252. 335. 3415  |  www.ecsu.edu

ECSU is a constituent institution of the University of North Carolina.
9. Supplemental Pay-EHRA-Academic Affairs- Used to pay for services in addition to the regular EHRA work assignment. Services rendered must not interfere or conflict with the primary duties and must comply with the guidelines outlined in ECSU Policy 200.3.3, includes a space for the Deans/Department Heads to sign

10. Supplemental Pay-EHRA Grant Funded- Used to pay for services using grant funds in addition to the regular EHRA work assignment. Services rendered must not interfere or conflict with the primary duties and must comply with the guidelines outlined in ECSU Policy 200.3.3 (Non-Academic Affairs)

11. Supplemental Pay-SHRA- Used to request additional pay for additional hours worked for SHRA employees

12. Supplemental Pay-SHRA Grant Funded- Used to request additional pay for additional hours worked for SHRA employees paid with grant funds (Non-Academic Affairs)

13. Leave Request Form- Submit leave requests

14. Temporary Employee Action Form- Used to request Temporary Employees
- Academic Assistance Application
- Background Check
- Career Banding Initial Functional Competency Assessment
- Career Banding Personnel Action
- Career Banding Position Description
- Chancellor Approval (Position Action)
- Direct Deposit Enrollment and Change Form
- Dual Employment Form
- EHRA Non-Faculty Performance Review (via PeopleAdmin)
- EHRA Personnel Action Form
- Exceptions Request Form
- Form I-9
- Interview Questions: Legal Considerations
- Leave Request
- Name & Address Change Request
- Position Action Request Form
- Recruitment & Selection Checklist
- Recruitment & Selection Guidelines
- Request to Post a Position
- Request to Post a Position Packet
- Reset SSE password
- Search Committee Feedback
- Secondary Employment/Notice of Intent to Engage in External Pro
- SHRA Additional Hours Worked Timesheet
- SHRA Bi-Weekly Timesheet
- Student Employment Personnel Action Form
- Supplemental Pay EHRA Employees
Chancellor's Approval Form (Position Action)

Hi Shamica, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Enter your Banner ID number *

Enter your answer

2. Enter Hiring Manager's email address *

Enter your answer

Submit
Thanks!

Your response was submitted.

Submit another response
hrforms@ecsu.edu requests your information on
Chancellor's Approval Form (Position Action)

Review and fill out

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**Position Action: Chancellor Approval**

Please ensure this Approval form is attached when submitting the request types listed below. This form should be completed in its entirety. Place ‘n/a’ in fields that do not apply.

<table>
<thead>
<tr>
<th>Type of Request Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish a Position/ Reclassification/ Title Change</td>
</tr>
<tr>
<td>Salary Adjustments/ Promotions</td>
</tr>
<tr>
<td>Supplemental Pay (EHRA)/ Additional Hrs. Worked (SHRA)</td>
</tr>
<tr>
<td>Post a Position/ Repost/ Waive</td>
</tr>
<tr>
<td>Hiring Proposal</td>
</tr>
<tr>
<td>Non-Student Temporary/ Adjunct Personnel Action form</td>
</tr>
<tr>
<td>Student Employment form</td>
</tr>
<tr>
<td>Terminations/ End of Appointments</td>
</tr>
</tbody>
</table>

**Position #:**

**Requested Begin Date:**

**End Date as relevant:**

<table>
<thead>
<tr>
<th>Candidate / Employee Name:</th>
<th>**</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>**</td>
<td></td>
</tr>
</tbody>
</table>

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*ECSU is a constituent institution of the University of North Carolina.*
You're all set

You finished filling out "Chancellor's Approval Form (Position Action)".

Next, sdlane@ecsu.edu will sign.

We will email the final agreement to all parties. You can also download a copy of what you just filled.

Manage your Adobe Sign agreements

Sign In
You're done signing **EHRA Supplemental**

Open agreement

Attached is the final agreement for your reference. You can also open it online to review its activity history.

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