



# NC Department of Public Safety Supplemental Staff Checklist

## **Applies to All**

Work location completed HR 022 and forwarded to appropriate chain of command.

DPS HR reviewed HR 022 and forwarded the request to DPS Budget Office and the Appropriate Commissioner/Designee for final approval

DPS HR processed the request based on the selected category

Work location submitted the new hire packet for direct hire temps to DPS HR or designated REO

Work location ensured all PREA requirements are met

Work location issued employee access to systems (BEACON, OPUS, NCAS, ETC.)

Hiring manager administered a competency assessment (when applicable)

Work location gave the employee a 31 day break, after 11 months of employment (if applicable)

Work location Submitted a new HR 022 (if employee is to be reinstated)

## **Temporary Solutions Temporary Employees**

DPS HR deemed the request appropriate, and forwards to Temporary Solutions

Temporary Solutions assigned the request to a placement counselor

Temporary Solutions conducts the advertising, recruiting, screening, and recommending temporary candidates (when DPS has not requested a candidate)

Temporary Solutions has notified the work location of possible candidate(s)

Work location has the option to interview candidates(s)

Work location has obtained approval for temporary employee to start through DPS HR and/or Temporary Solutions.

Hiring manager has obtained the applicant's start date, hourly wage, and billing rate

Temporary Solutions is responsible for processing time sheets

Designated billing contact reconciled time sheets with the billing invoice

Work location submitted invoices and time sheets to the Controller's Office

Controller's Office verified the hourly rate with billing contact, or hiring manger, and processes the payment

Work location indicated end of employment on time sheet by writing "last time sheet" if employee is leaving state government. Work location will write "permanent" on final time sheet if employee has obtained a permanent job within state government.

Work location must notify Temporary Solutions and DPS HR within 24-hours of employee's last day. Included resignation letter and BEACON number.

## **Personal Service Contract**

Work location obtained approval authority for personal contracts from DPS Purchasing and Logistics

DPS HR coordinated with Purchasing and Logistics, and processed the request

## **Contractual Service Provider**

Work location obtained approval authority for contractor services from DPS Purchasing and Logistics

DPS HR received the HR 022 and obtained signature approvals, and forwarded to DPS Purchasing and Logistics to process the request

Controller's Office reviewed the receipt and invoice against a purchase order

Controller's Office submitted the payment