

Direct Deposit

As a condition of employment, all individuals paid through NC State University **MUST** participate in the Direct Deposit Program. To enroll in the Direct Deposit Program simply follow these easy steps:

1. Go to NCSU Home Page and Click on MYPACK PORTAL
2. Once on the MyPack Portal page. Enter your user id/password and click on the "Employee Self Service"
3. Click on "Direct Deposit Enroll/Update" (which is under the "Payroll and Compensation" column)
4. Enter your banking information here, being careful to enter the numbers correctly. An error will result in a delay in you receiving your paycheck.

Foreign Nationals:

All Foreign Nationals who will be working on campus must meet with the Nonresident Tax Specialist (Michelle Anderson (E-Mail: mranders@ncsu.edu Phone: 919-515-4370) in the University Payroll Office to determine their tax status and complete the appropriate withholding forms.

*Employees, who forward the entire payroll amount of their NCSU direct deposit to a bank in another country, **must** notify Payroll at (919)515-4355.

Income Tax Withholding:

University Payroll would prefer that everyone (**except Foreign Nationals**) use the web-based NC-4 and W-4 system for entering tax withholding information. If you do not change the tax withholding, your taxes will be withheld at the default status of single and the 0 rate until you change it on-line. To access the tax application on-line Go to the NCSU home page>MyPack Portal>Employee Self Service>Payroll and Compensation>NC4/W4 Tax Application.

From this page, you can view your current Federal and State Income Tax withholding status, make changes to one or both, and submit them electronically You can even print out a copy of what you submitted.

Time sheets:

- ❖ Log into MyPack Portal through Employee Self Service using your unity ID and password.
- ❖ Go to Time Reporting > Report Time > Punch Clock
- ❖ Enter your 9 digit Employee ID # into the KABA Web Clock
- ❖ Click the "Job Clock In" button
- ❖ If you have multiple jobs, select the appropriate clock (job) location from the drop down list. For example, if you have one job in CSC and one job in another department, click on the appropriate location from the drop down list. If you need assistance with the correct location, please let Wei-Ling Chou or Camille Cox know ASAP
- ❖ Click OK once you have successfully clocked in.
- ❖ Click the "Job Clock Out" button for breaks or at the end of your work day. If you forget to clock out, please let Wei-Ling Chou or Camille Cox know ASAP

FOR ASSISTANCE, PLEASE CONTACT

Wei-Ling Chou (Phone: 515-6535 Email: wchou2@ncsu.edu)

Camille Cox (Phone: 513-2985 Email: ccathy@ncsu.edu)

- ❖ Click OK once you have successfully clocked out
- ❖ At the end of the two week pay period, go to the following navigation to print your timesheet:
Time Reporting > View Time > Display/Print Time Sheet
- ❖ Check the “Include Project Details” box to display the account number being used to pay the time recorded. DO NOT FORGET to click this box.
- ❖ Enter the Check Date [PAY DATE] (or utilize the magnifying glass icon to look up the paycheck date).
- ❖ Click “Generate Time Sheet” and Print.
- ❖ Obtain Supervisor signature. Employee and supervisor must sign and date time sheet in blue or black ink BEFORE submitting to Camille Cox or Wei-Ling Chou.
- ❖ Submit the signed time sheet to our office by the payroll deadline. This is on Mondays after the end of the pay period. Late and Incomplete Time Sheets are NOT guaranteed to be paid in time if submitted after Monday.
- ❖ ***NOTE: All time sheets turned in late must have a letter explaining why the time sheet is being submitted past the established deadline. This letter must be in ink, dated and signed by both the employee and supervisor. Late time sheets will NOT be accepted without the late letter.***
- ❖ **DO NOT HOLD TIME SHEETS – YOU MUST TURN TIMESHEETS IN EACH PAY PERIOD!**

Employee Self Service

It's now easier than ever to update your contact information, view and print copies of paycheck advices and much more. Go to the NCSU home page >MyPack Portal>Employee Self Service. Information on Employee Self Service is at <http://www.fis.ncsu.edu/hr/hrim/hrsystem/selfserv.asp>.

NCSU does not distribute pay advices (stubs). You can view and print copies of any of your pay advices going back to 1999. Just go into Employee Self Service and under Payroll and Compensation click on View Paycheck. Your most recent pay advice will display. To see a different one just click on “View a Different Paycheck” (near the top right side of the screen). You should be able to see the check advises on the date marked PAYDAY on the Biweekly Payroll Schedule

Your Employment Status

If you are a student, working for NCSU in a temporary position, you should consider your status that of a student. You should not identify yourself as an employee in order to purchase or order any items or gain access to anything. If you find yourself having to identify yourself as an employee of NCSU --- **STOP!!!** You need to get written permission from a full-time NCSU faculty or staff member. **Do not jeopardize your future.**

Joining the State Employee Credit Union (SECU) is the exception. Since you are being paid by the State of North Carolina you may join the SECU. You will need to provide them with a pay stub/advice. See section above on Employee Self Service.

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Discrimination and Harassment Prevention and Response Training

REG 04.25.6

North Carolina State University (NC State) is dedicated to equality of opportunity in its community and is committed to fostering an environment free from discrimination and harassment. To meet these goals, all employees are required to complete an approved training program designed to help employees understand their rights and responsibilities as to NC State's policies regarding discrimination and harassment.

There are two ways to take this training: on-line or sign up for a class. The on-line training takes approximately 30 to 45 minutes. The following three web sites are provided as an explanation and access to training.

Online training module:

<http://www.ncsu.edu/project/oeo-training/harassment/>

Open enrollment registration page:

http://www.ncsu.edu/equal_op/harassment/DHPR_training.html

Training regulation:

http://www.ncsu.edu/policies/campus_environ/non-discrimination/REG04.25.6.php

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