

Temporary Employment Authorization Form

TKL: _____

**CHECK BOX IF YOU ARE AN
United States Citizen or
Permanent Resident**

DATE: _____ BIRTH COUNTRY: _____

FULL NAME: _____
First Name Middle Name (or Initial) Last Name

CLASS: _____ MAJOR: _____ TEMP CATEGORY: _____

LOCAL ADDRESS: _____ (CURRENT HOME)

EMPLOYEE/STUDENT ID #: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

Are you a US veteran? _____ Are you registered with the US selective service? _____

Experience in present position? _____ Number of semesters worked? _____

Have you ever been on the university payroll? _____ Are you currently on the university payroll? _____

If yes, what department? _____ How many hours do you work per week? _____

As a temporary employee of the Computer Science Department, I understand that I have been hired "at will" and I am subject to continuation or termination of employment at the discretion of the department.

EMPLOYEE'S SIGNATURE: _____ DATE: _____

YOUR SUPERVISOR MUST COMPLETE THIS SECTION BEFORE YOU SUBMIT YOUR PAPERWORK

I HAVE HIRED THIS TEMPORARY EMPLOYEE AS A _____ FOR THE
 ___ FALL ___ SPRING ___ SUMMER I ___ SUMMER II, 20___ FOR COURSE # _____ SECTION _____

BUDGET: _____ PROJECT #: _____ PAY RATE: _____ HOURS PER WEEK: _____

EMPLOYMENT BEGIN DATE (MM/DD/YYYY): _____ ENDING DATE: _____

SUPERVISOR: _____
Print Name Signature

EMPLOYMENT AUTHORIZATION APPROVALS

| Action | Effective Date | Approval & Date | Action | Effective Date | Approval & Date |
|--------|----------------|-----------------|--------|----------------|-----------------|
| | | | | | |
| | | | | | |

Acceptance of CSC Employment Terms

As a condition of temporary employment in the Computer Science Department, all supervisors and employees must review, sign, and date the Acceptance of CSC Employment Terms document. Failure to abide by the terms and conditions stated below, may result in termination of employment.

As a temporary employee of the Computer Science Department, I _____ am
(Print Employee Name)

aware of and **agree** to abide by the following policies:

- ❖ Employee must use the KABA Time Collection System to complete their time sheet.
- ❖ Employee and supervisor must sign and date time sheet in blue or black ink BEFORE submitting to Finance Staff.
- ❖ Employee must submit timesheet by the established deadline; unless approved otherwise by Finance Staff.
- ❖ Employee will not hold onto timesheets from previous pay periods (resulting in the submission of multiple timesheets from different payroll periods during any one pay period).
- ❖ All time sheets turned in late, regardless of circumstance, 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.
- ❖ *Employees that submit multiple timesheets (from other pay periods) or have a pattern of submitting late timesheets may be TERMINATED.*
- ❖ *It is at the department's discretion to adjust or reduce funding allocations for all temporary employees hired on departmental funds.* (For example, decisions may be based upon departmental budget cuts or the employee's failure to work as agreed upon).

As a temporary employee and supervisor of the Computer Science Department, **WE** accept and agree to abide by the CSC Employment Terms. **WE** understand that this hire is "at will" and is subject to continuation or termination of employment at the discretion of the department, based upon the above employment terms and conditions.

Employee Signature

Date

Supervisor Signature

Date

FOR QUESTIONS OR CONCERNS REGARDING CSC EMPLOYMENT TERMS, PLEASE CONTACT

Tenille Naumann (Phone: 515-2930 Email: atholmes@ncsu.edu)

I am accepting a temporary position with North Carolina State University. I understand that the 11-month employment time limit for temporary employees does not apply to students, retirees, some part-time temporaries, or temporary employees funded partially or fully as a result of an ARRA stimulus award who certify their status and agree to the following terms below:

STUDENT STATUS

_____ **(Initials)** I certify that I am enrolled in a post-secondary education institution. My student status is primary, and my working relationship is secondary to my role as a student. I understand that it is my responsibility to notify my supervisor if my status as a student changes.

I am enrolled for the current or upcoming semester at:

- North Carolina State University.
- another post-secondary institution.

RETIREE STATUS

_____ **(Initials)** I certify that I am a retiree receiving retirement income from any source and/or social security benefits. I am not available for nor seeking permanent employment.

I am a retiree of:

- North Carolina State University.
- Other source providing retirement income or social security benefits.

STIMULUS FUNDED (ARRA) STATUS

_____ **(Initials)** I certify that I am a temporary employee funded as a result of a stimulus award and paid with stimulus funds.

TRAINEE STATUS

_____ **(Initials)** I certify that I am a Non-NCSU student enrolled for the current or upcoming semester at a Post-Secondary Institution, and my student status is my primary roll. The training I am receiving is directly related to my academic degree program.

TERMS

Submission of this form indicates I understand that as a temporary employee, regardless of my length of service, I will not receive retirement credit, leave benefits, health insurance, or other state benefits. I also understand that if separated, I will not receive severance pay or priority re-employment consideration. I also understand that temporary employees are free at any time to seek employment that does provide benefits (with the State or otherwise).

SIGNATURES

Employee Name (Print)

Employee Signature

Date

Supervisor Signature

Date

Department

Keep in department file.

Print Form

Personal Information Form (PIF) Temporary/Part Time

This form must be completed by the employee and submitted to HRIM for every new hire. This information is used to create your personnel record in the University's HR information system. Individual information is treated in confidence and released only in accordance with law. Fields with an asterisk (*) are required.

NAME & HOME ADDRESS

Please enter your name as it appears on your Social Security card.

First Name* _____ Middle* _____ Last Name* _____
 Employee doesn't have a middle initial

Name Prefix none Dr. Mr. Mrs. Ms. Miss Preferred Name _____
 (For campus directory)

Name Suffix none I II III IV Esq. PhD Sr. Md Jr.

Permanent Address* _____
 City* _____ State* _____ Postal/Zip* _____ Country* _____

Home Phone* _____ Other Phone _____ Home E-mail Address _____

BIOGRAPHICAL INFORMATION

Gender* Male Female Date of Birth* _____ Country of Birth* _____
mm/dd/yyyy

Primary Ethnic Self-Identification* _____ Military Status _____

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino

Primary Racial Self-Identification*

- Asian - Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent
- Black or African American - Having origins in any of the black racial groups of Africa
- White or Caucasian - Having origins in any of the original peoples of Europe, the Middle East, or North Africa
- American Indian or Alaska Native - Having origins in any of the original peoples of the original peoples of North, Central, or South America, and maintaining tribal affiliation or community attachment.

Tribal Affiliation _____

- Native Hawaiian or Other Pacific Islander - Having origins in the original peoples of Hawaii, Guam, Samoa, or Pacific Islands

OTHER INFORMATION

Highest Education Level _____

Disability Status Disabled Disabled Veteran Marital Status Married Single

NCSU BUSINESS/CAMPUS LOCATION

NCSU E-mail Address* _____ Home Department* _____

Building* _____ Room #* _____ Campus Box #* _____ Primary Business Phone _____

OTHER ADDRESS OR LOCATION (such as a dorm or local address if different from above)

Other Address _____ Country _____
Other address, City, State, Zip Code

Other Phone _____ Other Cell or Pager _____ Other E-mail Address _____

EDUCATION

Start with the MOST RECENT or HIGHEST DEGREE AWARDED

| | | | |
|----------------------------|-------|---|---|
| Institution* | _____ | City, State, Country* | _____ |
| Number of years completed* | _____ | Degree Awarded?* <input type="radio"/> Yes <input type="radio"/> No | If awarded: Degree, Month & Year _____ Major Field of study _____ |
| Institution | _____ | City, State, Country | _____ |
| Number of years completed | _____ | Degree Awarded? <input type="radio"/> Yes <input type="radio"/> No | If awarded: Degree, Month & Year _____ Major Field of study _____ |

CITIZENSHIP STATUS* (Select One)

- Native or naturalized citizen of the U.S.
- Lawful permanent resident of the U.S.
- Foreign National/Non-Resident Alien, authorized to work in the U.S.

Country of Citizenship _____ VISA type _____
Country of Birth _____ VISA valid until _____

PREVIOUS NORTH CAROLINA EXPERIENCE

Have you ever previously worked for NC State University?* Yes No If yes, dates worked _____

Have you ever previously worked for another UNC System Institution?* Yes No If yes, dates and institution _____

Have you ever previously worked for the State of North Carolina?* Yes No If yes, dates and agency _____

Have you ever been enrolled as a student at NC State University?* Yes No If yes, dates enrolled _____

Retirement Status*

Are you a retired employee of the State of North Carolina? Yes No
If so, please identify which of the following (if any) best describes you

- Are you a retiree of **NCSU** that is receiving a retirement benefit from Teachers' and State Employees Retirement System (**TSERS**) or the Law Enforcement Officers Retirement System (**LEORS**)
- Are you a retiree of **NCSU** that is receiving a retirement benefit through the Optional Retirement Program (**ORP**).
- Are you a retiree of another **UNC System** institution that is receiving a retirement benefit through the Optional Retirement Program (**ORP**)
- Are you a retiree of another **State of North Carolina agency** or **UNC System** institution that is receiving a retirement benefit from the Teachers' and State Employees Retirement System (**TSERS**) or the Law Enforcement Officers Retirement System (**LEORS**).

SELECTIVE SERVICE STATUS* (Required under NC Gen Statutes 143B-421.1)

Do you certify that you are registered with the U.S. selective service?* Yes No

If **NO**, is it because: *(select one or more)*

You are female? Yes No

You have not yet reached your 18th birthday? Yes No

You are 26 years of age or older? Yes No

You are a lawful non-immigrant alien? Yes No

You are a permanent resident of the Trust Territory of the Pacific Islands of the Northern Mariana Islands? Yes No

You are in the U.S. armed services on active duty? Yes No

PERSONAL INFORMATION

Emergency Contact

Name _____ Phone _____ Relation _____

Are you related, by blood or marriage, to any employee of NC State University? Yes No _____
If yes, please give name and title of relative(s), and your family relationship to them.

SIGNATURE

Print Form

I certify that the required (*) information provided on this form is accurate and that misrepresentation or omission of material fact(s) represents grounds for employment action, up to and including separation from employment, if discovered at a later date. I authorize NC State University to investigate and verify, without liability, all statements provided on this form.

Employee _____ Date _____

HR Use Only
EMPLID _____

I-9, EMPLOYMENT ELIGIBILITY VERIFICATION

Every new employee must present documents verifying identity and eligibility to work in the U.S. within the first three days after the hire date. NC State must examine the documents and record the information on the I-9 form.

NC State University utilizes an online, electronic I-9 system for the completion of I-9 forms. You will need to see Camille Cox in Room 3312 or Linda Honeycutt in Room 3310, Engineering Building II with your unexpired ORIGINAL documentation, no copies. On the following page is a list of acceptable documents we can use to complete your new electronic I-9.

If you are an international student, please bring your passport, your I-94 information (card or print out), your I-20 and your Social Security card if you have one.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|---|----|---|-----|---|
| 1. U.S. Passport or U.S. Passport Card | | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | 3. School ID card with a photograph | | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | 4. Voter's registration card | | 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | | 5. U.S. Military card or draft record | | 5. Native American tribal document |
| | | 6. Military dependent's ID card | | 6. U.S. Citizen ID Card (Form I-197) |
| | | 7. U.S. Coast Guard Merchant Mariner Card | | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | | 8. Native American tribal document | | 8. Employment authorization document issued by the Department of Homeland Security |
| | | 9. Driver's license issued by a Canadian government authority | | |
| | | For persons under age 18 who are unable to present a document listed above: | | |
| | | 10. School record or report card | | |
| | | 11. Clinic, doctor, or hospital record | | |
| | | 12. Day-care or nursery school record | | |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | | | |

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/hrsystm/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.

FOR ASSISTANCE, PLEASE CONTACT

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

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

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

FOR ASSISTANCE, PLEASE CONTACT

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

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

2016 - 2017 CSC Biweekly Payroll Schedule

All time sheets due by 5:00pm on the Monday following the Pay Period End Date; unless otherwise noted.

* No one is allowed to work on a holiday except with prior **WRITTEN** approval of supervisor.
Notification of this must be sent to the Finance Staff **BEFORE** the holiday.

| PAYROLL ID | PAY PERIOD BEGIN DATE | PAY PERIOD END DATE | TIMESHEET DEADLINE | PAYDAY | HOLIDAYS |
|---------------------------|-----------------------|---------------------|----------------------------|---------|--------------------------------|
| 20172R01 | Jun 04 | Jun 17 | Jun 20 | Jul 01 | |
| 20172R02 | Jun 18 | Jul 01 | Jul 05 Tues (@noon) | Jul 15 | |
| 20172R03 | Jul 02 | Jul 15 | Jul 18 | Jul 29 | *Independence Day Mon Jul 4 |
| 20172R04 | Jul 16 | Jul 29 | Aug 01 | Aug 12 | |
| 20172R05 | Jul 30 | Aug 12 | Aug 15 | Aug 26 | |
| 20172R06 FALL | Aug 13 | Aug 26 | Aug 29 | Sept 09 | |
| 20172R07 | Aug 27 | Sept 09 | Sept 12 | Sept 23 | *Labor Day, Mon, Sep 5 |
| 20172R08 | Sep 10 | Sept 23 | Sept 26 | Oct 07 | |
| 20172R09 | Sep 24 | Oct 07 | Oct 10 | Oct 21 | |
| 20172R10 | Oct 08 | Oct 21 | Oct 24 | Nov 04 | |
| 20172R11 | Oct 22 | Nov 04 | Nov 07 | Nov 18 | |
| 20172R12 | Nov 05 | Nov 18 | Nov 21 | Dec 02 | |
| 20172R13 | Nov 19 | Dec 02 | Dec 05 | Dec 16 | *Thanksgiving Nov 24-25 |
| 20172R14 | Dec 03 | Dec 16 | Dec 15 Thu (@ Noon) | Dec 30 | |
| 20172R15 | Dec 17 | Dec 30 | Jan 03 Tues (@noon) | Jan 13 | *Winter Break Dec 26-Jan 2 |
| 20172R16 SPRING | Dec 31 | Jan 13 | Jan 17 Tues (@noon) | Jan 27 | |
| 20172R17 | Jan 14 | Jan 27 | Jan 30 | Feb 10 | *MLK Jr. Mon Jan 16 |
| 20172R18 | Jan 28 | Feb 10 | Feb 13 | Feb 24 | |
| 20172R19 | Feb 11 | Feb 24 | Feb 27 | Mar 10 | |
| 20172R20 | Feb 25 | Mar 10 | Mar 13 | Mar 24 | |
| 20172R21 | Mar 11 | Mar 24 | Mar 27 | Apr 07 | |
| 20172R22 | Mar 25 | Apr 07 | Apr 10 | Apr 21 | |
| 20172R23 | Apr 08 | Apr 21 | Apr 24 | May 05 | |
| 20172R24 | Apr 22 | May 05 | May 08 | May 19 | |
| 20172R25 SUMMER | May 06 | May 19 | May 22 | Jun 02 | |
| 20172R26 | May 20 | Jun 02 | Jun 5 | Jun 16 | *Memorial Day Mon May 29 |
| 20172R27 | Jun 03 | Jun 16 | Jun 19 | Jun 30 | |

QUESTIONS, PLEASE CONTACT

Camille Cox (Phone: 515-2985 Email: ccathey@mncsu.edu)

Wei-Ling Chou (Phone: 513-6535 Email: wchou2@ncsu.edu)

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