

# Temporary Employment Authorization Form

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

DATE: \_\_\_\_\_

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: _____	_____
<small>Print Name</small>	<small>Signature</small>

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 web based application PayDay 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

Monica Watkins (Phone: 515-2930 Email: watkins@csc.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 or retirees 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 at:

- North Carolina State University.
- a University within the UNC System.
- another post-secondary institution.

**RETIREE STATUS**

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

I am a retiree of:

- North Carolina State University.
- the State of NC.
- Other.

**TERMS**

Electronic 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**

\_\_\_\_\_  
Department

_____	_____	_____
Employee Name (Print)	Employee Signature	Date

_____	_____
Supervisor Signature	Date

Keep in department file.

Print Form

## 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@gw.fis.ncsu.edu](mailto:mranders@gw.fis.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:

- ❖ You will use the web based application PayDay to do your time sheet. You can find this application at <http://www.webtools.ncsu.edu/payday/>
- ❖ Use your unity ID and password. Check the payroll ID - it should be current. Click "Add Hours" on the day you worked. Add time in 15 minute increments by clicking on the time slots. Click submit once you have finished entering time for that day. After you have completed all the days for the pay period, Select "Lock Timesheet" at the bottom and Print time sheet.  
  
\*If you need your time sheet unlocked to make a change, email your request to:  
ToniAnn Marini ([tamarini@ncsu.edu](mailto:tamarini@ncsu.edu)) if you are a temporary employee for CSC 200, CSC116, CSC112 & E115  
Terri Martin-Moss ([tlmarti4@ncsu.edu](mailto:tlmarti4@ncsu.edu)) or Susan Peaslee ([peaslee@csc.ncsu.edu](mailto:peaslee@csc.ncsu.edu)) for all other employees.
- ❖ Employee and supervisor must sign and date time sheet in blue or black ink BEFORE submitting to Susan Peaslee.
- ❖ **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!** When students hold their time sheets for several pay periods and turn them all in at once, they are taxed higher than if timesheets were turned in each pay period. University payroll uses an annualized tax calculation for each paycheck run.

FOR ASSISTANCE, PLEASE CONTACT

Terri Martin-Moss (Phone: 515-6535 Email: [tlmarti4@ncsu.edu](mailto:tlmarti4@ncsu.edu)) or  
Susan Peaslee (Phone: 513-2985 Email: [peaslee@csc.ncsu.edu](mailto:peaslee@csc.ncsu.edu))

## 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/hssystem/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.

## 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](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](http://www.ncsu.edu/policies/campus_environ/non-discrimination/REG04.25.6.php)

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## 2011 - 2012 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 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
20122R01	Jun 11	Jun 24	Jun 27 (@Noon)	Jul 08	
20122R02	Jun 25	Jul 08	Jul 11	Jul 22*	Independence Day Observed, Mon, Jul 4
20122R03	Jul 09	Jul 22	Jul 25	Aug 05	
20122R04	Jul 23	Aug 05	Aug 08	Aug 19	
20122R05 FALL	Aug 06	Aug 19	Aug 22	Sep 02	
20122R06	Aug 20	Sep 02	Sep 05	Sep 16	
20122R07	Sep 03	Sep 16	Sep 19	Sept 30*	Labor Day Mon, Sep 5
20122R08	Sep 17	Sept 30	Oct 03	Oct 14	
20122R09	Oct 01	Oct 14	Oct 17	Oct 28	
20122R10	Oct 15	Oct 28	Oct 31	Nov 11	
20122R11	Oct 29	Nov 11	Nov 14 (@ Noon)	Nov 23	
20122R12	Nov 12	Nov 25	Nov 28	Dec 09*	Thanksgiving Nov 24-25
20122R13	Nov 26	Dec 09	Dec 12	Dec 23	
20122R14	Dec 10	Dec 23	Jan 02 (@ Noon )	Jan 06	
20122R15 SPRING	Dec 24	Jan 06	Jan 09 (@ Noon)	Jan 20*	Winter Break Dec 24-Jan 2
20122R16	Jan 07	Jan 20	Jan 23	Feb 03*	MLK Jr. Mon, Jan 16
20122R17	Jan 21	Feb 03	Feb 06	Feb 17	
20122R18	Feb 04	Feb 17	Feb 20	Mar 02	
20122R19	Feb 18	Mar 02	Mar 05	Mar 16	
20122R20	Mar 03	Mar 16	Mar 19	Mar 30	
20122R21	Mar 17	Mar 30	Apr 02	Apr 13	
20122R22	Mar 31	Apr 13	Apr 16	Apr 27	
20122R23	Apr 14	Apr 27	April 30	May 11	
20122R24	Apr 28	May 11	May 14	May 25	
20122R25 SUMMER	May 12	May 25	May 29 (Tues)	Jun 08	
20122R26	May 26	Jun 08	Jun 11	Jun 22*	Memorial Day, Mon, May 28

QUESTIONS, PLEASE CONTACT

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