

Biweekly Payroll Forms and Helpful Tips

Employment forms and information:

<http://www7.acs.ncsu.edu/hr/new-hire/tempstudentasst.asp>

Temporary Employee 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 single and 0 rate until you change it on-line. Go to the NCSU home page>For Faculty and Staff>MyPack Portal>Employee Self Service.

All Foreign Nationals who will be working on campus must meet with the Nonresident Tax Specialist (Michele Anderson, 515-4370) in the University Payroll Office to determine their tax status and complete the appropriate withholding forms.

Your 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 NC 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/advise. See section on Employee Self Service to print pay stub.

Time sheet Rules

- We would like everyone to use xtimesheet to prepare their timesheet. You can find out about this application by going to <http://courses.ncsu.edu/e115/common/admin/xtimesheet.html>.

OR

Fill out a time sheet manually (this is not advised)

- Time sheets must be completed in ink
- Time sheets must be filled out in increments of fifteen minutes
- Minutes on time sheets must be converted as follows:
 - Example:
 - 15 min = .25
 - 30 min = .50
 - 45 min = .75
- **All changes/corrections (including writing over a number)** on time sheets must be initialed by the supervisor and employee
- PRID field to be entered 2R___ → use your pay period schedule to find the 2-digit code which corresponds to the pay period you are submitting
- Employee and supervisor must sign and date time sheet in ink
- **All time sheets turned in late must have a letter** explaining why the time sheet is being turned in late. 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 – PLEASE TURN THEM 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.

Employee Self Service

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

Starting fall 2007, NCSU will stop printing and distributing 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 advices on the date marked PAYDAY on the Biweekly Payroll Schedule

Direct Deposit

Direct Deposit is **mandatory** for all employees paid through the NC State University payroll system, including students and temps. New employees can sign up for direct deposit via Employee Self Service. Returning employee should review their account information via Employee Self Service as well, to make sure their information is still current.

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