COMPUTER SCIENCE
NC STATE UNIVERSITY

TKL: _____

I-9: _____

Temporary Employment Authorization Form

CSC ADM

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: _____   EMPLOYEE/STUDENT ID # : _____
(CURRENT HOME)

_____   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			TKL_____		
Action	**Effective Date**	**Approval & Date**	**Action**	**Effective Date**	**Approval & Date**

Deliver completed form to the Computer Science Finance Office (Located in Engineering Building II, Room 3321)
Revised: 07/1/17   Questions about this form? Contact the Computer Science Finance Office at (919) 515-2858

Computer Science
NC STATE UNIVERSITY

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:

- ❖ Employees must use the KABA Time Collection System to record *actual* time worked (for the position hired), during the work week up to, but not exceeding, their assigned number of hours without prior written approval from their Supervisor. By submitting their time for approval, employees are certifying that they have worked the reported hours

- ❖ Employees are *required to take a minimum 30 minute break* when working over 4 hours in a single day. This policy will be enforced by the department.

- ❖ *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).

WE, as temporary employee and supervisor in the Computer Science Department at NC State University, accept and agree to abide by the CSC Employment Terms herein. **WE** understand that this hire is "at will" and is subject to continuation or termination of employment at the sole 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

Terri Martin-Moss (Phone: 515-2930 Email: tlmarti4@ncsu.edu)

Revised: 07/1/17

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

Questions about this form? Contact Employment at (919) 515-2135.

Revised: 09/06/12   Page 1 of 1

Biweekly Payroll Information

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 International Employment and Taxation Office to schedule a tax assessment appointment. Visit https://ietncsu.acuityscheduling.com

*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 Reporting:

❖ 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 Marcus Bullett 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 Marcus Bullett or ASAP

FOR ASSISTANCE, PLEASE CONTACT
Marcus Bullett (Phone: 515-6535   Email: mbullet@ncsu.edu)

- ❖ Click OK once you have successfully clocked out

- ❖ After payroll period ends and you have gotten Supervisor approval, you may (not mandatory) 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. This is for your records only.

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.

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/

Computer Science
NC STATE UNIVERSITY

2018 - 2019
Biweekly Payroll Schedule

* No one is allowed to work on a holiday unless they have 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	APPROVAL DEADLINE	PAYDAY	HOLIDAYS
20182R01	Jun 16	Jun 29	Jul 3	Jul 13	
20182R02	Jun 30	Jul 13	Jul 17	Jul 27	*Independence Day Wed Jul 4
20182R03	Jul 14	Jul 27	Jul 31	Aug 10	
20182R04	Jul 28	Aug 10	Aug 14	Aug 24	
20182R05 FALL	Aug 11	Aug 24	Aug 27	Sep 7	
20182R06	Aug 25	Sep 7	Sep 11	Sep 21	*Labor Day Mon Sep 3
20182R07	Sep 8	Sep 21	Sep 25	Oct 5	
20182R08	Sep 22	Oct 5	Oct 9	Oct 19	
20182R09	Oct 6	Oct 19	Oct 23	Nov 2	
20182R10	Oct 20	Nov 2	Nov 6	Nov 16	
20182R11	Nov 3	Nov 16	Nov 19	Nov 30	
20182R12	Nov 17	Nov 30	Dec 4	Dec 14	*Thanksgiving Nov 22-23
20182R13	Dec 1	Dec 14	Dec 17	Dec 28	
20182R14	Dec 15	Dec 28	Jan 2	Jan 11	*Winter Break Dec 24-Jan 2
20182R15 SPRING	Dec 29	Jan 11	Jan 15	Jan 25	*Winter Break Dec 24-Jan 2
20182R16	Jan 12	Jan 25	Jan 29	Feb 8	*ML King Jr Mon Jan 21
20182R17	Jan 26	Feb 8	Feb 12	Feb 22	
20182R18	Feb 9	Feb 22	Feb 26	Mar 8	
20182R19	Feb 23	Mar 8	Mar 12	Mar 22	
20182R20	Mar 9	Mar 22	Mar 26	Apr 5	
20182R21	Mar 23	Apr 5	Apr 9	Apr 19	
20182R22	Apr 6	Apr 19	Apr 23	May 3	
20182R23	Apr 20	May 3	May 7	May 17	
20182R24 SUMMER	May 4	May 17	May 21	May 31	
20182R25	May 18	May 31	Jun 4	Jun 14	*Memorial Day Mon May 27
20182R26	Jun 1	Jun 14	Jun 18	Jun 28	

QUESTIONS, PLEASE CONTACT
Marcus Bullett (Phone: 515-6535   Email: mbullet@ncsu.edu) or
Lauren Williamson (Phone: 513-2985   Email: lgwilli2@ncsu.edu)

Revised: 08/31/2018