

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: \_\_\_\_\_  
(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**

TKL \_\_\_\_\_

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:

- ❖ 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)

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?*	<input type="radio"/> Yes <input type="radio"/> No	If yes, dates worked	_____
Have you ever previously worked for another UNC System Institution?*	<input type="radio"/> Yes <input type="radio"/> No	If yes, dates and institution	_____
Have you ever previously worked for the State of North Carolina?*	<input type="radio"/> Yes <input type="radio"/> No	If yes, dates and agency	_____
Have you ever been enrolled as a student at NC State University?*	<input type="radio"/> Yes <input type="radio"/> 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		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		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 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 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 Marcus Bullett or Camille Cox know ASAP

FOR ASSISTANCE, PLEASE CONTACT

Marcus Bullett (Phone: 515-6535 Email: [mbullet@ncsu.edu](mailto: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.

---

FOR ASSISTANCE, PLEASE CONTACT  
Marcus Bullett (Phone: 515-6535 Email: [mbullet@ncsu.edu](mailto:mbullet@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/>

---

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

### 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 <b>FALL</b>	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 <b>SPRING</b>	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 <b>SUMMER</b>	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