Temporary Employment Authorization Form

DATE: ___________________  BIRTH COUNTRY: ___________________

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

CLASS: ___________________  MAJOR: _____________________________  TEMP CATEGORY: ___________________

LOCAL ADDRESS: _________________________________________________
(CURRENT HOME)

PHONE: ___________________  BLDG/OFFICE #: ______________________

EMPLOYEE/STUDENT ID #: ___________________  EMAIL ADDRESS: ___________________

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: _________________

I HAVE HIRED THIS TEMPORARY EMPLOYEE AS A _____________________ FOR THE
____FALL  ____SPRING  ____SUMMER  ONLINE/ON CAMPUSS(circle one)  FOR COURSE # _____ SECTION_____

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

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

SUPERVISOR: ___________________________________________________________

Print Name  Signature

HIRING PROPOSAL # ___________________  TKL # ________  I-9

Deliver completed form to the Computer Science Finance Office (Located in Engineering Building II, Room 3320)

Revised: 07/29/19  Questions about this form? Contact the Computer Science Finance Office at (919) 515-2858
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 Wolftime 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.**
- Employees are advised that no work is allowed on University holidays or during University closures (winter break).
- Federal law requires each new employee to complete Section 1 of the Employment Eligibility Verification Form I-9 on or before the first day of employment, and Section 2 of the Form I-9 within 3 days after the hire date with an authorized HR representative. Completion of Section 2 will require presentation of original documents by the employee proving identity and legal authorization to work in the United States.
- In compliance with North Carolina law, NC State verifies each employee’s U.S. employment eligibility using the U.S. Department of Homeland Security’s E-Verify system. Your employment will be terminated if you fail to comply with the employment authorization requirements or if it is determined that you are not legally authorized to work in the United States.

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. It is also at the department’s discretion to adjust or reduce funding allocations for all temporary employees hired on departmental funds.

_______________________________________________  ____________
Employee Signature  Date

_______________________________________________   ____________
Supervisor Signature  Date

FOR QUESTIONS OR CONCERNS REGARDING CSC EMPLOYMENT TERMS, PLEASE CONTACT

Revised 9/5/19   Terri Moss (Phone: 515-2930   Email: tlmarti4@csc.ncsu.edu)
NC STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES

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

Prefix

Name

Prefix

Name

O none

O Dr.

O Mr.

O Mrs.

O Ms.

O Miss

Preferred Name

(For campus directory)

Name Suffix

O none

O 1

O II

O III

O IV

O Esq.

O PhD

O Sr.

O Md

O Jr.

Permanent Address*

City* ___________________________ State* ___________________________ Postal/Zip* ___________________________

Country* ___________________________

Home Phone* ___________________________ Other Phone ___________________________

Home E-mail Address ___________________________

BIOGRAPHICAL INFORMATION

Gender*  O Male  O Female  Date of Birth* ___________________________

Country of Birth* ___________________________

Military Status ___________________________

Primary Ethnic Self-Identification*  O Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

O Not Hispanic or Latino

Primary Racial Self-Identification*

O Asian - Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent

O Black or African American - Having origins in any of the black racial groups of Africa

O White or Caucasian - Having origins in any of the original peoples of Europe, the Middle East, or North Africa

O 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 ___________________________

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  O Disabled  O Disabled Veteran  Marital Status  O Married  O 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 Phone ___________________________

Other Cell or Pager ___________________________

Other E-mail Address ___________________________

Revised: 01/31/2014

Questions about this form? Contact HRIM at (919) 515-7929

Page 1 of 3
EDUCATION
Start with the MOST RECENT or HIGHEST DEGREE AWARDED

Institution* ______________________ City, State, Country* ______________________
Number of years completed* ______________________ Degree Awarded? C Yes C No
If awarded: Degree, Month & Year ______________________ Major Field of study ______________________
Institution ______________________ City, State, Country ______________________
Number of years completed ______________________ Degree Awarded? C Yes C 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 ______________________
Country of Birth ______________________
VISA type ______________________
VISA valid until ______________________

PREVIOUS NORTH CAROLINA EXPERIENCE
Have you ever previously worked for NC State University? C Yes C No If yes, dates worked ______________________
Have you ever previously worked for another UNC System Institution? C Yes C No If yes, dates and institution ______________________
Have you ever previously worked for the State of North Carolina? C Yes C No If yes, dates and agency ______________________
Have you ever been enrolled as a student at NC State University? C Yes C No If yes, dates enrolled ______________________

Retirement Status*
Are you a retired employee of the State of North Carolina? C Yes C 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?*

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

- You are female? C Yes C No
- You have not yet reached your 18th birthday? C Yes C No
- You are 26 years of age or older? C Yes C No
- You are a lawful non-immigrant alien? C Yes C No
- You are a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands? C Yes C No
- You are in the U.S. armed services on active duty? C Yes C No

PERSONAL INFORMATION

Emergency Contact

Name __________________________ Phone __________________________ Relation __________________________

Are you related, by blood or marriage, to any employee of NC State University? C Yes C No

If yes, please give name and title of relative(s), and your family relationship to them.

SIGNATURE

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 __________________________

Revised: 01/31/2014

Questions about this form? Contact HRIM at (919) 515-7929

Page 3 of 3
## 2019 - 2020 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.

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<tr>
<th>PAYROLL ID</th>
<th>PAY PERIOD BEGIN DATE</th>
<th>PAY PERIOD END DATE</th>
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<td>20192R06</td>
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<td>Sep 10</td>
<td>Sep 20</td>
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<td>Dec 3</td>
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<td>20192R15 SPRING</td>
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**QUESTIONS, PLEASE CONTACT**  
Marcus Bullett (Phone: 515-6535  Email: mbullet@ncsu.edu) or  
Lauren Williamson (Phone: 919-513-2985  Email: lgwilli2@ncsu.edu)  

Revised: 7/29/2019
## CSC Wolftime Log Report

**Employee Name:**

**Empl ID:**

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<tr>
<th>Date</th>
<th>In/Out</th>
<th>Enter Time</th>
<th>AM/PM</th>
<th>Provide Brief Explanation</th>
<th>Employee's Initials</th>
<th>Timesheet Updated HR System</th>
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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”)
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://ietnccs.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 WolfTime 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 Lauren Williamson 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 your Supervisor, Marcus Bullett and Lauren Williamson know ASAP.

FOR ASSISTANCE, PLEASE CONTACT

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

Revised 7/29/2019
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 “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.

Your Employment Status
If you are a student, working for NCSU in a temporary position, you should consider your primary status as 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 web site is provided as an explanation and access to training.

Online training module:
http://www.ncsu.edu/project/oee-training/harassment/