Temporary Employment Authorization Form

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: ___________________________  BLDG/OFFICE #: __________________

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 CAMPUS (circle one) FOR COURSE # ______ SECTION ______
  BUDGET: ________ PROJECT #: ______________ PAY RATE: ________ HOURS PER WEEK: ________
  EMPLOYMENT BEGIN DATE (MM/DD/YYYY): __________________ ENDING DATE: __________________
  SUPERVISOR: ___________________________ ______________ SIGNATURE

HIRING PROPOSAL # ____________________  TKL # ________  1-9 __________________

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 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).

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

Revised: 07/29/19
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
Name Prefix
O none O Dr. O Mr. O Mrs. O Ms. O Miss
Preferred Name __________________________ (For campus directory)
Name Suffix
O none O I 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* mm/dd/yyyy
Primary Ethnic Self-Identification* Country of Birth* __________________________
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
O 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
**DIVISION OF HUMAN RESOURCES**

**EDUCATION**
Start with the MOST RECENT or HIGHEST DEGREE AWARDED

<table>
<thead>
<tr>
<th>Institution*</th>
<th>City, State, Country*</th>
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</thead>
<tbody>
<tr>
<td>Number of years completed*</td>
<td>Degree Awarded?</td>
</tr>
<tr>
<td>Institution</td>
<td>City, State, Country</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of years completed</th>
<th>Degree Awarded?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Field of study</td>
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</table>

**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.

<table>
<thead>
<tr>
<th>Country of Citizenship</th>
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</thead>
<tbody>
<tr>
<td>Country of Birth</td>
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</table>

**PREVIOUS NORTH CAROLINA EXPERIENCE**

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<tr>
<th>Have you ever previously worked for NC State University*?</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>If yes, dates worked</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you ever previously worked for another UNC System Institution*?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, dates and institution</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you ever previously worked for the State of North Carolina*?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, dates and agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you ever been enrolled as a student at NC State University*?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, dates enrolled</td>
<td></td>
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</tr>
</tbody>
</table>

**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).
NC STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES

Personal Information Form
Temporary/Part Time

(continued)

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)

☐ Yes ☐ No

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

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

EMPID ____________

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

Revised: 01/31/2014

Page 3 of 3
# 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.*

<table>
<thead>
<tr>
<th>PAYROLL ID</th>
<th>PAY PERIOD BEGIN DATE</th>
<th>PAY PERIOD END DATE</th>
<th>APPROVAL DEADLINE</th>
<th>PAYDAY</th>
<th>HOLIDAYS</th>
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<td>20192R01</td>
<td>Jun 15</td>
<td>Jun 28</td>
<td>Jul 2</td>
<td>Jul 12</td>
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<tr>
<td>20192R02</td>
<td>Jun 29</td>
<td>Jul 12</td>
<td>Jul 16</td>
<td>Jul 26</td>
<td>*Independence Day Thurs July 4</td>
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<tr>
<td>20192R03</td>
<td>Jul 13</td>
<td>Jul 26</td>
<td>Jul 30</td>
<td>Aug 9</td>
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<tr>
<td>20192R04</td>
<td>Jul 27</td>
<td>Aug 9</td>
<td>Aug 13</td>
<td>Aug 23</td>
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<tr>
<td>20192R05F</td>
<td>Aug 10</td>
<td>Aug 23</td>
<td>Aug 27</td>
<td>Sep 6</td>
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<tr>
<td>20192R06</td>
<td>Aug 24</td>
<td>Sep 6</td>
<td>Sep 10</td>
<td>Sep 20</td>
<td>*Labor Day Mon Sep 2</td>
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<tr>
<td>20192R07</td>
<td>Sep 7</td>
<td>Sep 20</td>
<td>Sep 28</td>
<td>Oct 4</td>
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<tr>
<td>20192R08</td>
<td>Sep 21</td>
<td>Oct 4</td>
<td>Oct 8</td>
<td>Oct 18</td>
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<td>20192R09</td>
<td>Oct 5</td>
<td>Oct 18</td>
<td>Oct 22</td>
<td>Nov 1</td>
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<tr>
<td>20192R10</td>
<td>Oct 19</td>
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<td>Nov 5</td>
<td>Nov 15</td>
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<td>20192R11</td>
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<td>20192R12</td>
<td>Nov 16</td>
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<td>Dec 3</td>
<td>Dec 13</td>
<td>*Thanksgiving Nov 28-29</td>
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<td>Dec 31</td>
<td>Jan 10</td>
<td>*Winter Break Dec 24-Dec 29</td>
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<td>20192R15S</td>
<td>Dec 28</td>
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<td>20192R16</td>
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<td>*ML King Jr Mon Jan 20</td>
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<td>20192R17</td>
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<td>May 15</td>
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<td>20192R24S</td>
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<td>20192R25</td>
<td>May 16</td>
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<td>Jun 2</td>
<td>Jun 12</td>
<td>*Memorial Day Mon May 25</td>
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<td>20192R26</td>
<td>May 30</td>
<td>Jun 12</td>
<td>Jun 16</td>
<td>Jun 26</td>
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</table>

**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:**

<table>
<thead>
<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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<td>Wolftime Punch Clock Unavailable</td>
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</table>
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://ietncsu.acuitiescheduling.com](https://ietncsu.acuitiescheduling.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.

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
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/oeo-training/harassment/

FOR ASSISTANCE, PLEASE CONTACT
Marcus Bullet (Phone: 515-6535  Email: mbullet@ncsu.edu)
Lauren Williamson (Phone: 513-2985  Email: lgwilli2@ncsu.edu)

Revised: 7/29/2019