

# Temporary Employment Authorization Form

TKL: \_\_\_\_\_

**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**

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:

- ❖ Employee must use the KABA Time Collection System to complete their time sheet.
- ❖ Employee and supervisor must sign and date time sheet in blue or black ink BEFORE submitting to Finance Staff.
- ❖ Employee must submit timesheet by the established deadline; unless approved otherwise by Finance Staff.
- ❖ Employee will not hold onto timesheets from previous pay periods (resulting in the submission of multiple timesheets from different payroll periods during any one pay period).
- ❖ All time sheets turned in late, regardless of circumstance, must have a letter explaining why the time sheet is being submitted past the established deadline. 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.
- ❖ *Employees that submit multiple timesheets (from other pay periods) or have a pattern of submitting late timesheets may be TERMINATED.*
- ❖ *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).

As a temporary employee and supervisor of the Computer Science Department, **WE** accept and agree to abide by the CSC Employment Terms. **WE** understand that this hire is "at will" and is subject to continuation or termination of employment at the 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

Tenille Naumann (Phone: 515-2930 Email: atholmes@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

## 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 Nonresident Tax Specialist (Michelle Anderson (E-Mail: [mranders@ncsu.edu](mailto:mranders@ncsu.edu) Phone: 919-515-4370) in the University Payroll Office to determine their tax status and complete the appropriate withholding forms.

\*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 sheets:

- ❖ 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 Wei-Ling Chou 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 Wei-Ling Chou or Camille Cox know ASAP

FOR ASSISTANCE, PLEASE CONTACT

Wei-Ling Chou (Phone: 515-6535 Email: [wchou2@ncsu.edu](mailto:wchou2@ncsu.edu))

Camille Cox (Phone: 513-2985 Email: [ccathy@ncsu.edu](mailto:ccathy@ncsu.edu))

- ❖ Click OK once you have successfully clocked out
- ❖ At the end of the two week pay period, 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.
- ❖ Obtain Supervisor signature. Employee and supervisor must sign and date time sheet in blue or black ink BEFORE submitting to Camille Cox or Wei-Ling Chou.
- ❖ Submit the signed time sheet to our office by the payroll deadline. This is on Mondays after the end of the pay period. Late and Incomplete Time Sheets are NOT guaranteed to be paid in time if submitted after Monday.
- ❖ ***NOTE: All time sheets turned in late must have a letter explaining why the time sheet is being submitted past the established deadline. 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 – YOU MUST TURN TIMESHEETS IN EACH PAY PERIOD!**

## 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/hrsystm/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

Wei-Ling Chou (Phone: 515-6535 Email: [wchou2@ncsu.edu](mailto:wchou2@ncsu.edu))

Camille Cox (Phone: 513-2985 Email: [ccathy@ncsu.edu](mailto:ccathy@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/>

Open enrollment registration page:

[http://www.ncsu.edu/equal\\_op/harassment/DHPR\\_training.html](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](http://www.ncsu.edu/policies/campus_environ/non-discrimination/REG04.25.6.php)

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FOR ASSISTANCE, PLEASE CONTACT  
Wei-Ling Chou (Phone: 515-6535 Email: [wchou2@ncsu.edu](mailto:wchou2@ncsu.edu))  
Camille Cox (Phone: 513-2985 Email: [ccathy@ncsu.edu](mailto:ccathy@ncsu.edu))

All time sheets due by 5:00pm on the Monday following the Pay Period End Date; unless otherwise noted.

\* No one is allowed to work on a holiday except with 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	TIMESHEET DEADLINE	PAYDAY	HOLIDAYS
20172R01	Jun 04	Jun 17	Jun 20	Jul 01	
20172R02	Jun 18	Jul 01	Jul 05Tues(@noon)	Jul 15	
20172R03	Jul 02	Jul 15	Jul 18	Jul 29	*Independence Day Mon Jul 4
20172R04	Jul 16	Jul 29	Aug 01	Aug 12	
20172R05	Jul 30	Aug 12	Aug 15	Aug 26	
20172R06 FALL	Aug 13	Aug 26	Aug 29	Sept 09	
20172R07	Aug 27	Sept 09	Sept 12	Sept 23	*Labor Day, Mon, Sep 5
20172R08	Sep 10	Sept 23	Sept 26	Oct 07	
20172R09	Sep 24	Oct 07	Oct 10	Oct 21	
20172R10	Oct 08	Oct 21	Oct 24	Nov 04	
20172R11	Oct 22	Nov 04	Nov 07	Nov 18	
20172R12	Nov 05	Nov 18	Nov 21	Dec 02	
20172R13	Nov 19	Dec 02	Dec 05	Dec 16	*Thanksgiving Nov 24-25
20172R14	Dec 03	Dec 16	Dec 15 Thu (@ Noon )	Dec 30	
20172R15	Dec 17	Dec 30	Jan 03 Tues (@noon)	Jan 13	*Winter Break Dec 26-Jan 2
20172R16 SPRING	Dec 31	Jan 13	Jan 17 Tues (@noon )	Jan 27	
20172R17	Jan 14	Jan 27	Jan 30	Feb 10	*MLK Jr. Mon Jan 16
20172R18	Jan 28	Feb 10	Feb 13	Feb 24	
20172R19	Feb 11	Feb 24	Feb 27	Mar 10	
20172R20	Feb 25	Mar 10	Mar 13	Mar 24	
20172R21	Mar 11	Mar 24	Mar 27	Apr 07	
20172R22	Mar 25	Apr 07	Apr 10	Apr 21	
20172R23	Apr 08	Apr 21	Apr 24	May 05	
20172R24	Apr 22	May 05	May 08	May 19	
20172R25 SUMMER	May 06	May 19	May 22	Jun 02	
20172R26	May 20	Jun 02	Jun 5	Jun 16	*Memorial Day Mon May 29
20172R27	Jun 03	Jun 16	Jun19	Jun 30	

QUESTIONS, PLEASE CONTACT

Camille Cox (Phone: 515-2985 Email: ccathey@mncsu.edu)

Wei-Ling Chou (Phone: 513-6535 Email: wchou2@ncsu.edu)

Revised: 06/07/2016