STUDENT EMPLOYMENT GUIDE

Congratulations on your student employment with East Carolina University. This packet serves as a go-to checklist and informational guide for your convenience as you navigate your student employment.

Completion Checklist

Please ensure that you have completed the following tasks. Failure to complete items 1-3 may affect our ability to provide accurate and timely payment for your work.

❑ **I-9 Verification** - You will be contacted by the Student Employment Office if you need to complete your Federal I-9. The Federal I-9 form is used to verify the identity and work authorization of employees working in the US. If an I-9 is needed you will receive an email from HireRight to complete Section 1 of the I-9 Form (please check your junk/spam mail if you have not received this email). Section 1 must be completed on/or before your 1st day of employment. You will need to complete Section 2 of the I-9 form by presenting your actual documents to the Student Employment Office or Human Resources Office. No appointment is necessary.
•Acceptable Documents for Section 2 of the I-9 - https://www.ecu.edu/cs-admin/HumanResources/upload/Acceptable-I-9-Documents.pdf

❑ **Tax Forms** - Will be completed online via Banner Self Service. Instructions on page 4.
• International students, please contact internationaltax@ecu.edu to schedule your appointment to complete your tax assessment.

❑ **Direct Deposit Form** – Provide a voided check to attach to the Direct Deposit form on page 3 or please obtain a statement from your bank showing your checking account routing information.

❑ **Sign the following required documents:**
❑ Confidentiality Agreement (Cornerstone)

❑ **Complete the required online trainings:**
❑ IT Security Training (Cornerstone)
❑ Unlawful Harassment Prevention for Staff (Cornerstone)
❑ EEO Laws & Discrimination Prevention (Cornerstone)
❑ Preventing Discrimination and Sexual Violence (Cornerstone)

❑ **Review the following Policies and Procedures**
❑ Substance Abuse Policy - http://www.ecu.edu/cs-admin/HumanResources/upload/Substance-Abuse-Policy.pdf
❑ University Alcohol Policy -http://www.ecu.edu/prr/07/30/04
❑ Policy Statement on Smoking - http://www.ecu.edu/cs-admin/HumanResources/upload/Smoking-Policy.pdf
❑ University Student and Employee Computer Use Policy - http://www.ecu.edu/prr/08/05/04
❑ Notice of Nondiscrimination and Affirmative Action Policy - http://www.ecu.edu/prr/05/25/02
❑ Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence - http://www.ecu.edu/prr/06/40/03
❑ Patent Policy - http://www.ecu.edu/prr/10/40/01

❑ **Receive keys and other required equipment**

(Additional Information on back)

STUDENT EMPLOYMENT GUIDE

Who Do I Contact If....?

A non-comprehensive list of offices and services available to you.

Who do I contact regarding my student employment? .... Student Employment Office: 252-737-4473

I have a question about my pay? .... Payroll Department: 252-328-6955

Who do I contact with questions about my I-9? .... Student Employment Coordinator: 252-328-6873

I have a question about my tax forms?.. Payroll Department: 252-328-6955

I locked my keys in my car? .... ECU Police Department: 252-328-6787

My car won't start? .... ECU Police Department: 252-328-6787

I'm not sure where to park or what kind of permit I need? .... Parking and Transportation: 252-328-6294

I need to report something to ECU Police? ... ECU Police Department (Non-Emergency): 252-328-6787;(Emergency): 911

I feel unsafe walking to my car, who do I call for an escort? .... ECU Police Department: 252-328-6787

I need to report discrimination, retaliation, or harassment? .... Office for Equity and Diversity: 252-328-6804

I need to report sexual harassment, gender based harassment, or other forms of interpersonal violence?
.... Office for Equity and Diversity: 252-328-6804

I have been injured on the job, who do I call? ....Environmental Health and Safety Department: 252-328-6166

I need to speak to someone about work environment issues, conduct expectation, or would like to file a workforce complaint? .... Employee Relations Department: 252-328-9848

I need to report concerning behaviors on campus? .... ECU Cares (Non-Emergency): 252-737-5555; (Emergency): 911

If you are an international student please contact Bill Mullet at the International House at 252-328-1939

Additional Information

Links for additional ECU services and information
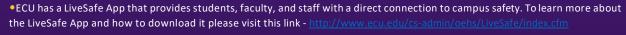
PARKING
- Parking Map – http://www.ecu.edu/cs-admin/parkingandtransportation/CustomCF/maps/generalmap.pdf

POLICE
- ECU has a strict policy regarding Weapons on Campus to review that please visit this link - http://www.ecu.edu/PRR/05/20/07

- The Clery Act requires universities to produce and make available certain policy statements and statistics about campus crime. To learn more information about this Act or ECU's campus crime please visit this link - http://www.ecu.edu/cs-admin/police/Police-Department-AnnualSecurityReport.cfm

- ECU has Blue Light phones located around campus, to help keep employees, students, and faculty safe. To learn more about the Blue Light Phones please visit this link - http://www.ecu.edu/cs-admin/police/Police-Department-Blue-Light-Phones.cfm

- The most current ECU critical news, announcements, and official statements will be posted on ECU Alert. To register your cell phone to receive emergency text messages or to learn more about ECU Alerts please visit this link - http://www.ecu.edu/alert/

- ECU has a LiveSafe App that provides students, faculty, and staff with a direct connection to campus safety. To learn more about the LiveSafe App and how to download it please visit this link - http://www.ecu.edu/cs-admin/oehs/LiveSafe/index.cfm

ECU CARES
- ECU CARES offers the opportunity to report concerning behaviors on campus by providing assistance to distressed individuals, and connecting them to appropriate campus resources. This can be a critical first step in helping the individual improve and ensuring a safer campus for everyone. To find out more about ECU Cares please visit - http://www.ecu.edu/cs-studentaffairs/ECU_CARES.cfm

EQUITY AND DIVERSITY
East Carolina University prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status. http://www.ecu.edu/cs-acad/oed/

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

East Carolina University
Payroll Office, Financial Services, 120 Reade Street
Greenville, NC 27858-4353
Fax 252-328-0910

EMPLOYEE ALWAYS COMPLETES THIS SECTION

_____
Employee Name (Type or Print)   ECU ID Number (Banner ID)

AUTHORIZATION – COMPLETE THIS SECTION FOR PAYROLL ELECTRONIC DIRECT DEPOSIT

This form must be in the Payroll Office by the first working day of the month to be effective on the first semi-monthly payroll and those received by the 16th of the month will be in effect on the last semi-monthly payroll for that month.

☐ **Original Sign-up** – Select this box if you currently do not have your paycheck electronically deposited, but wish to begin payroll electronic direct deposit.

☐ **Change** – Select this box if you currently have electronic payroll deposit and you want to change Financial Institutions and/or accounts.

☐ **Cancellation** – Select this box to cancel your direct deposit

(Note: If you have questions regarding the EFFECTIVE date of this change, contact the Payroll Department before Payday.)

If your bank account is closed, for any reason, you must **immediately notify** the Payroll Department. If a deposit has been made by the University to the closed account, no correcting payment can be made until the bank has returned the funds to the University.

IRS Federal Regulations require that if you forward **the entire amount of your direct deposit** from you U.S. bank to a bank in another country, you must advise the Payroll Department in writing by sending an e-mail to payrolltax@ecu.edu.

I hereby authorize East Carolina University to initiate credit entries for my pay, and I authorize the participating Financial Institution indicated below to credit my account as indicated on the attached voided check/letter.* **(Deposit Tickets are not acceptable.)** If funds to which I am not entitled are deposited to my account, I authorize East Carolina University to direct the participating Financial Institution to return said funds to the University.

Nine-Digit Bank / Routing Number	**Account Number**

ACCOUNT TYPE (SELECT ONLY ONE)

☐ Checking   ☐ Savings

Name of Financial Institution

* If a voided check is not available or the deposit is to a Savings Account, contact the Financial Institution and ask for a letter indicating the account holder's name, the Financial Institution's Transit Routing Number and the Account Number. (Attach the letter to this form.)

This authority is to remain in effect until one of the following events occurs: (1) the University has received written notification from me of its termination in such time and such manner as to afford the University a reasonable opportunity to act on it, (2) the bank closes my account, (3) the University cancels the agreement, or (4) I have a break in employment from the University.

_____
Employee Signature   Date Signed   Phone   Campus Department

PLEASE ATTACH A PREPRINTED VOID CHECK HERE. IT SHOULD BE CLEARLY MARKED "VOID." THE PREPRINTED INFORMATION MUST INCLUDE THE ACCOUNT HOLDER'S NAME, THE FINANCIAL INSTITUTION'S ROUTING NUMBER AND ACCOUNT NUMBER. COPIES OF ATM CARDS ARE NOT ACCEPTABLE.

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All student employees are required to submit a NC-4 and a W-4 form.

You may complete your NC-4 State and W-4 Federal Employee's Witholding Allowance Certificate online through OneStop Banner Self Service….

To Update your NC4 and/or W4 in Pirate Port…Through Pirate Port – Banner Self Service:
- ➢ Select Employee
- ➢ Select Tax Forms
- ➢ Choose the tax form you want to complete:
    - o State Employee's Withholding Allowance Certificate NC4
    - o Federal Employee's Withholding Allowance Certificate W4
- ➢ Select Update
- ➢ Choose your Filing Status
- ➢ Choose your Number of Allowances
- ➢ Choose any Additional Amount if desired
- ➢ Select Certify Changes
- ➢ Click Submit
- ➢ View your confirmation

The NC-4 and W-4 will not be available through Banner Self Service until your department has set up your job in the Banner system and it has been processed by Human Resources (HR).

Direct Deposit is mandatory for Students. The Direct Deposit form must be printed, completed, and returned to the Payroll Office within 30 days of your hire date. The authorization for direct deposit form can be found at http://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm.

If you have any questions regarding payroll or with completing the required forms, please contact the payroll department:

East Carolina University
Payroll Department/Financial Services

120 Reade Street

Greenville, NC 27858

252-328-6955 Office

252-328-0910 Fax

payrolltax@ecu.edu

http://www.ecu.edu/financial_serv/payroll/

If you are an international employee and need to schedule an appointment to complete your tax assessment or have any questions regarding payroll, please contact the International Tax Unit in the Payroll Department at: internationaltax@ecu.edu