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. Please ensure that you have complete task 1-3. Failure to complete these items may affect our your ability to receive accurate and timely payment for your work.

1. 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 the Student Employment I-9 Coordinator with instructions on how to complete the I-9. You will also receive and email from Hire Right Customer Support for you to complete Section 1 of the I-9 Form.

2. Tax Documents - Tax Documents for the Payroll Department are completed online via Banner Self Service. You will find instructions on how to complete the them included in this packet. International students, please contact internationaltax@ecu.edu to schedule your appointment to complete your tax assessment.

3. Direct Deposit Form - You will complete the Direct Deposit form on attached and it into the payroll department along with a voided blank check. If you do not have a check, you can use an direct deposit authorization form from your bank as well. The direct deposit authorization form must contain your checking account routing information.

4. Cornerstone Trainings - If you are required to complete any of the Cornerstone Trainings listed below, you will have it automatically added to your transcript.

- Employee Best Practices in Information Security
- Confidentiality Agreement
- ACA Agreement

5. Additional Policies and Procedures - Please got to Policies | New Employee | ECU to review the additional policies and procedures online listed below.

- Substance Abuse
- Alcohols
- Tobacco and Vaping Use
- Computer

- Notice of Non - Discrimination
- University Regulation on Reports of Prohibited Interpersonal Violence and Related Misconduct
- Patent Policy

Questions? Please reach out to ECU's Student Employment Office. We're always happy to help! You can reach us at hireapirate@ecu.edu or 252-737-5573

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

To complete the I-9 you can select one item from List A. Alternatively, you can select a combination of items; one from List B and one from List C
Also, you cannot submit copies of documents.

LIST A Documents that establish both Identity and Employment Authorization	LIST B Documents that establish identity	LIST C Documents that establish employment authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	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
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	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 report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph 4. Voter's registration card	3. 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 - The same name as the passport and 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 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority	4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security
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	For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	

STUDENT EMPLOYMENT GUIDE

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

Who do I need to contact?

- Who do I contact with questions about my student employment? Please call the Student Employment office at 252-737-5573
- What if I have a questions about my pay? You can reach out to the Payroll Department at 252-328-6955
- I have questions about my I-9. Who can I speak to? Reach out to the Student Employment I-9 Coordinator at 252-737-5570
- Who should I go to with questions about my tax forms or to request W2 reprints? For this, you will need to reach out to the Payroll Department at 252-328-6955

- My car won't start or my car won't start. Who can I call? Please call ECU's Police Department at 252-328-6787
- I'm not sure where to park or what kind of permit I need. Parking and Transportion can assist. Please call 252-328-6294
- If I need to report something to the police, what should I do? For Non-Emergencies please call 252-328-6787. For emergencies please dial 911.
- If I feel unsafe walking to my car, who do I call for an escort? Please call the ECU Police Department at 252-328-6787

- I need to report sexual harassment, gender based harassment, or other forms of interpersonal violence. Who should I reach out to? You can reach out to the Office for Equity and Diversity at 252-328-6804
- If I have been injured on the job, who do I call? You will need to reach out to the Environmental Health and Safety Department at 252-328-6166
- I need to speak to someone about work environment issues, conduct expectation, or would like to file a workforce complaint. Who can I call? Please reach out to the Student Employment Manager at 252-328-9898
- I'd like to report concerning behaviors on campus. Is there someone I can speak to about that? Yes! For non-emergencies reach out to ECU Cares at 252-737-5555. For emergencies, please call 911.

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

Additional Information

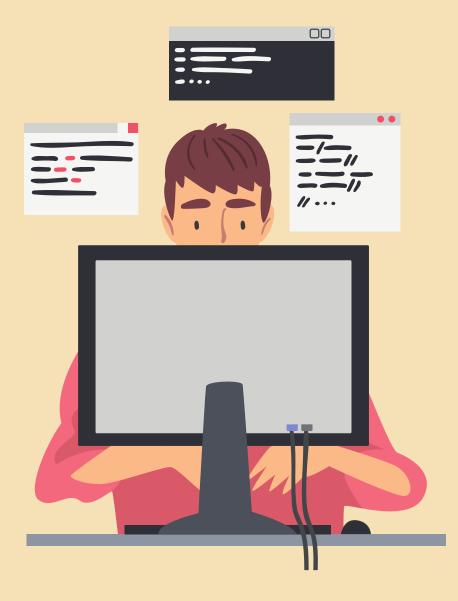PARKING – ECU Parking Map | Parking & Transportation | ECU

POLICE
- ECU has a strict policy regarding Weapons on Campus to review that please visit this link - University Regulation Concerning Weapons on Campus | Version 2 (Current Version) | Policies, Rules and Regulations
- The Clery Act requires universities to produce and make available certain policy statements and statistics about campus crime. To learn more about this ACT and ECU's campus crime please visit this link - Annual-Security-Report | Police | ECU
- 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 - Blue Light Phones | Police | ECU
- 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 - ECU Alerts | East Carolina University
- ECU has a LiveSafe App that provides students, faculty, and staff with a direct connection to campus safety. To learn more abou the LiveSafe App and how to download it please visit this link - LiveSafe | Office of Environmental Health and Safety | ECU

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 the ECU Cares page by visiting the following link - ECU CARES | ECU CARES | ECU

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. For more information about equity and diversity, please visit this link - Office for Equity and Diversity | Office for Equity and Diversity | ECU

PAYROLL DOCUMENTATION INFORMATION

East Carolina University - Student Employment Office

All student employees are required to submit a NC-4 and a W-4 form. 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. You may complete your NC-4 State and W-4 Federal Employee's Witholding Allowance Certificate online through Pirate Port.

Instructions to update and certify your Federal W-4 form online:
Use your web browser to go to ECU Pirate Port at https://pirateport.ecu.edu/connect
1. Click on Banner Self Service
2. Click on Employee
3. Click on Tax Forms
4. Click on W-4 Federal Employee's Withholding Allowance Certificate
5. Select Update
6. Choose your Filing Status
7. Choose your Number of Allowances
8. Choose any Additional Amount if desired
9. Select Certify Changes
10. Click to check the box to certify your changes
11. Click Submit

Instructions to update and certify North Carolina NC-4 form online:
Use your web browser to go to ECU Pirate Port at https://pirateport.ecu.edu/connect
1. Click on Banner Self Service
2. Click on Employee
3. Click on Tax Forms
4. Click on NC-4 State Employee's Withholding Allowance Certificate
5. Select Update
6. Choose your Filing Status
7. Choose your Number of Allowances
8. Choose any Additional Amount if desired
9. Select Certify Changes
10. Click to check the box to certify your changes
11. Click Submit

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 is included in this packet. 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 27858-4353
Phone: 252-737-5440
Fax: 252-328-0910
Payroll@ecu.edu
https://financialservices.ecu.edu/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

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Payroll Office, Financial Services, 120 Reade Street   Greenville, NC 27858-4353

AUTHORIZATION – EMPLOYEE COMPLETES THIS SECTION FOR PAYROLL ELECTRONIC DIRECT DEPOSIT

Employee Name (Print) _____   ECU Banner ID Number _____

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.)

ECU is required to verify bank account numbers provided by employees. After the original sign up for direct deposit or changes to the existing direct pay bank accounts, the fist payroll payment will be by paper check. If there are no issues with the bank account verification process, all subsequent payroll payments will be via direct deposit.

For your first paycheck, please indicate if we should hold the paper check for your pickup at 120 Reade Street on the first pay date or mail the check to your permanent address on file.

_____ *Pick up paper check at 120 Reade Street on pay date*

_____ *Have paper check mailed to my permanent address on file*

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_____

Employee Department_____   Phone Number_____

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