

Dear New Temporary Employee:

Welcome to East Carolina University! You are joining a dynamic, energetic community and we are happy to have you on our team. Your role as a temporary employee is critical to the day to day operation of the University. You may fill in for unexpected or scheduled staff shortages, provide essential support during a work surge, or complete a special project. Your skills and experience will help you perform your new position efficiently and effectively as possible. You will find helpful information that you will need to succeed in your New Hire letter. Please take a moment to review the contents.

Things to Note:

- There is not a waiting period to apply for permanent positions while you are working as a temporary employee. We will work with you to coordinate your smooth transition from a temporary employee to a permanent employee.
- You may contribute to the UNC System 403 B program. Information is attached to this packet.
- There is no smoking on ECU campus. Please review the attached smoking policy.

All Temporary employees must take a 31 day break in service after 11 months of continuous employment. There are no exceptions.

Email

Your Pirateid is your last name, first initial, last 2 digits of year started at ECU. You may call the Coordinator of Temporary Services, Tamika Nixon 328-9823.

1. Go to www.ecu.edu
2. Click Pirateid
3. Enter **Username:** last name, first initial, last 2 digits of year started at ECU.
4. **Password:** follow the prompts to receive password

Before you will be able to access your account, you will need to complete password maintenance. After these steps are completed, you may begin using your new email. You may access your email via the web at the following link: http://www.ecu.edu/cs-ecu/email_phone.cfm . If you are unable to access the information, please contact your Employment Consultant immediately.

Payroll

- Timesheets are entered through PiratePort. Go to www.pirateport.ecu.edu , enter your pirateid and passphrase. Next, click on banner self service, and then click on timesheets. Typical time sheets should be completed in two-week increments. The timesheet should be turned in no later than one day after the regular scheduled pay day. For example, if ECU is paid on January 15th, the timesheet should be turned in to the appropriate supervisor on January 16th. Some departments use Kronos to record all employees time keeping. Please check with your department about how time keeping is recorded. For Kronos time keeping, go to www.kronos.ecu.edu, enter your pirateid and passphrase, next click the icon labeled "record time stamp", to record your time.
- All University staff employees, temporary and permanent, are paid on the 15th and last day of each month. The University has 24 pay periods every fiscal year with a two-week processing period for paychecks. Therefore, when you receive a paycheck, it will be for hours worked in the previous pay period, not for hours worked in the current pay period. A schedule of the pay periods and their paydays is available in our office. All checks will be direct deposited into your account.

Parking

- Enclosed you will find a parking pass that is valid for two weeks. After the two weeks has expired, please go to Parking and Transportation, to purchase a parking pass. Currently the parking fee is \$5 a day or \$20 a month for temporary employees.

End of Assignment

- Two weeks prior to the end of your assignment, please contact the Coordinator of Temporary Services, Tamika Nixon at nixont14@ecu.edu or 328-9823, to set up an exit interview, and to discuss future temporary opportunities.

Please feel free to call the Coordinator of Temporary Services, if you have any questions about your new assignment.