

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 completed the following tasks. Failure to complete items may affect our ability to provide accurate and timely payment for your work. Please be aware that students are not allowed to work in both an exempt and a non-exempt position. The department will verify that you do not have an additional student job that would violate the policy regarding multiple exempt/non-exempt roles.

Pre-Employment Activities



I-9 Form Completion

For New Student Employees and many student employees who have had a break in employment, you will receive an email from the Student Employment Office to schedule an appointment. You can choose to schedule a virtual appointment by clicking [here](#) or an in-person appointment at the Old Cafeteria Building, Room G403, to complete the I-9 Form.



HireRight Background Check (if required)

Student employees will receive an email from HireRight, requesting information to initiate your background check. Please respond at your earliest convenience. However, please note, you may not begin work until the background check (if required) and I9 is completed.

First Week of Employment Activities

Direct Deposit

Direct Deposit is mandatory for Students. Please note that the first check will be a paper check. The Direct Deposit form is completed online.

The instructions for completing the direct deposit form can be found by clicking [here](#).



Cornerstone Training

Login to [Cornerstone](#) > Complete the required 4 trainings during work hours.

- Best Practices in Information Security for Employees
- Confidentiality Agreement
- Student Worker ACA
- When Lightning Strikes: How to Recognize & Respond to an Extreme Violence Event

Know how to Report your Time

Your supervisor will provide instructions on how to enter your time in PirateTime. You may record your time by using a time clock located in your work area or by logging into PiratePort and selecting PirateTime. Timesheets must be submitted on the 16th and the first day of each month, or at the end of the pay period.



Pirate Tax Information

Direct Deposit, 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. For questions concerning direct deposit, email Payroll at payrolltax@ecu.edu, or call 328-6955.

The [International Employee/Scholarship Information](#) form must be completed by all international student employees to determine your U.S. residency status and correct tax set up including possible tax treaties. The student will need to schedule an appointment with the International Tax Office by calling 252-737-4792.

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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: 252-737-5572
I have a question about my pay?	Payroll Department: 252-328-6955
Who do I contact with questions about my I-9?	Student Employment Office: 252-737-5572
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?	Equal Opportunity and ADA 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 expectations, or would like to file a workforce complaint?	Engagement & Development Department: 252-328-9848
I need to report concerning behaviors on campus?	ECU Cares (Non-Emergency): 252-737-5555; (Emergency): 911
I need the Student Emergency Fund?	University Advancement: 252-328-9550
I need clothes for an interview?	ECU Purple Closet: idmr@ecu.edu



ECU Parking



ECU Police



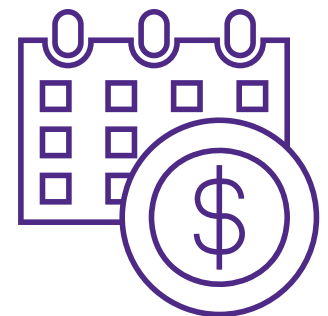
ECU Cares



Purple Pantry



Student Health



Payroll Office