New Faculty Orientation
Human Resources

2016-2017
Employee Self Service

Employees are able to view:

- **Personal Information**: Name, Address, Phone Number, e-mail address, Emergency Contact Information, Gender, Date of Birth, Social Security Number, Military Status, Education Level, and Ethnic Group
- **Payroll Information**: Current and Prior Paychecks, Direct Deposit, Voluntary Deductions, Request a W-2 Reissue, and Compensation History
- **Benefits Information**: Benefits, Health Care, Savings, and Insurance Summaries, Flexible Spending Accounts, and Beneficiary and Dependent Information

Employees are able to make changes to:

- **Personal Information** including address, phone number, e-mail address, emergency contact information
- **Payroll Information** including Direct Deposit, voluntary deductions, and requests for a W-2 reissue

**Access to Employee Self-Service:**

- Employees will be able to access the Self-Service module through the My Pack Portal

**Access for Separated Employees:**

- Access to Employee Self-Service is provided until April 30th of the calendar year following the date of separation for all NCSU employees.
- For example, an employee who separated from the University anytime during the current year would have access to employee self-service through April 30th, of the following year.
Benefits

• Contact CNR Department HR rep or HR Benefits Rep- Monique Merriweather-Yarborough at 5-4316
• Appointments for 9 months or greater and 30 hours/week will be benefits eligible
• Changes in employment status that may affect your benefits:
  – Leave without pay
  – Conversion from fiscal year (12 month) to academic year (9 month) contract or vice versa
  – Change in the number of hours worked per week (FTE) changes
• Health Insurance coverage begins the first of the month following hire/start date or the first of the second month following hire date. Employee selects which month the coverage will begin
  – 9 month/academic year faculty work obligation begins August 16, will be eligible for coverage to begin September 1 once enrolled
  – Hire Date- 9/15, coverage begins 10/1 or 11/1
Payments using NCSU funds

- Contact Departmental HR rep to obtain HR approvals
  - DO NOT extend offers without HR approvals
- I-9 documentation required
  - Certifies the employee is eligible to work in the US
  - Section 1 has to be completed on or before the first day
    - May be completed online (if the employee is active in the HR system) or in person.
  - Section 2 has to be completed within first three working days.
    - Must bring original documents (i.e., passport, Social Security card) to the I-9 appointment.
- Contact Departmental HR rep if person works outside of NC or US for tax purposes
Hiring NCSU Student Workers

• Contact Departmental HR representative
• I-9 required
• Must be enrolled at NCSU at least half time
• Work Hour Limits
  – Undergrads & Foreign Nationals
    • 20 hours per week during academic year; 29 hours during the summer
  – Grads
    • 29 hours per week during academic year
• If no longer NCSU student, posting and background check required to continue as non student temp.
Hiring Post Doctoral Scholars

- Contact Departmental HR rep
- I-9 required
- No posting required
- Background check required
- Appointments for 9 months or greater and 30 hours/week will be benefits eligible
- Health insurance coverage begins on the first of the month following the hire date.
  - Hire date 5/1, coverage begins 6/1; Hire Date 5/31 coverage begins 6/1
Hiring Graduate Assistantships

- Contact Departmental Graduate Services Representative
- I-9 required
- Must be enrolled at NCSU and accepted into the Graduate School
- Work Hour Limits
  - 29 hours per week
  - Foreign nationals are limited to 20 hours per week during the academic year
- Graduate Student Support Plan (GSSP) Eligibility
  - Stipend levels at least $8,000 annualized ($666.67 per month)
  - Meet enrollment requirements- full time at all times
  - Includes health insurance & tuition support
Transfers and/or Separating Employees

- Contact CNR Departmental HR rep to:
  - Ensure payments are stopped
    - Employees must pay back the university for overpayments
  - Confirm Benefits eligibility (health insurance coverage)
  - Access to NCSU systems revoked
  - Ensure assets returned to the University (i.e., keys, purchase cards, laptops, etc.)
  - Ensure leave Payout is processed (only applies to leave earning fiscal year ([12 month] employees)
Key Contacts

- **Departmental HR reps**
  - Forestry & Environmental Resources (FER) – Carolina Thomson, Sally Petters (temps)
    - CAMCORE & FER Extension - Robert McGee
    - Fisheries & Wildlife - Cindy Burke (temps)
    - Tree Improvement - Tori Brooks
    - Forest Nutrition & Forest Biotech - Carolina Thomson, Sally Petters (temps)
  - Parks, Recreation and Tourism Management (PRTM) - Beth Raines
  - Forest Biomaterials (FB) - Tricia Brown, Trenel Saunders, Melissa Rabil (temps)
  - Center for Geospatial Analytics (CGA) - Alex Pedersen

- **Departmental Grad Services reps**
  - FER - Sarah Slover
  - PRTM - Anju Singh
  - FB - Melissa Rabil
  - CGA - Alex Pedersen