



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 during the 2017-2018 school year.

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 I-9** - <https://www.sewanee.edu/media/offices/human-resources/pdf/I-9-List-of-Acceptable-Documents.pdf>

Tax Forms - https://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm

• **International students**, please contact internationaltax@ecu.edu to schedule your appointment to complete your tax assessment.

Direct Deposit Form – Please get a statement from your bank showing checking account routing information or provide a voided check to attach to the Direct Deposit Form found here:

https://www.ecu.edu/cs-admin/financial_serv/customcf/direct_deposit_form.pdf

Sign the following required documents:

Confidentiality Agreement (Blackboard)

Complete the required online trainings:

IT Security Training (Blackboard)

Preventing Workplace Harassment and Preventing Unlawful Discrimination (Blackboard)

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 noncomprehensive 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?	HR I-9 Coordinator: 252-328-9995
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,	Office for Equity and Diversity: 252-328-6804 or other forms of interpersonal violence?
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,	Employee Relations Department: 252-328-9848 conduct expectation, or would like to file a workforce complaint?
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 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/>

Federal I-9 Instructions

What is the Federal I-9 Form?

The Form I-9, officially the Employment Eligibility Verification form, is a United States Citizenship and Immigration Services form. Mandated by the Immigration Reform and Control Act of 1986, the I-9 form is used to verify the identity and legal authorization to work of all paid employees in the United States.

When does the I-9 have to be completed?

- Section 1 of the I-9 must be completed *prior to your 1st day of employment.*
- Section 2 must be completed *prior to and/or on your 1st day of employment.*

What are my next steps to complete my I-9?

- Once an offer has been extended and a start date has been established you will receive an
- email from HireRight to complete Section 1.
- Once you complete Section 1 of the I-9 form you can then present your documents (any documents from the list of acceptable documents provided) to the SEO or the HR office.
- Documents need to be unexpired.
- Documents must be presented on and/or before your start date and no appointment is required.

What do I need to do if I think I already have an I-9 on file?

If you have previously completed an I-9 or if you are not sure if you have already completed an I-9 you can contact SEO, Jessie Cotton at 252-737-4067 COTTONJ15@ECU.EDU or HR Joretta Chestnutt at 252-328-9995 millsjo16@ecu.edu .

What do I do if my documents have been lost or stolen?

If your acceptable documents have been stolen or lost, you can provide a receipt showing that you have applied for a new document such as a driver's license, social security card or birth certificate. You will have 90 days to provide the actual document to the SEO or HR office.

Can I just email you copies or bring you copies of my documents to complete Section 2 of the I-9?

No, you cannot email copies of your documents or bring copies of your documents. We will need to see the originals of your documents and we will then make copies of your documents to complete Section 2 of your I-9.

How can I complete my I-9 if I am in another city or state?

The I-9 can be completed via notary (3rd party) for students that are not local. If using a notary, please keep in mind the notary is not actually notarizing the documents. The notary is only attesting that your documents are valid and completing section 2. The reason why we use notaries is because they are familiar with the form. A list of local institutions that can complete section 2 of the I-9 in your area can be accessed by going to <http://www.cupahr.org/i-9/index.aspx>

Other places that can complete Section 2 of the I-9 via notary are:

- Banks
- UPS offices
- Current/previous employers
- Other HR Representatives

Notary/HR Instructions for Offsite Electronic I-9 Completion

These instructions are intended for offsite (distance education) and out of city/state employees who are moving here and who cannot come to HR on or before their first day of employment to complete their I-9. These new hires can go to a notary/HR Representative in their city/state and have the notary/HR rep complete Section 2 of the I-9 form electronically.

Please note: When the notary views your original documents, and completes Section 2, they are acting as an authorized representative on behalf of ECU (not a notary).

Email Student Receives from HireRight:

Dear Student,

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay. Employees may complete Section 1 of the I-9 Form at any time between acceptance of a job offer and the first day of work for pay. Please complete this form as soon as possible by going to the website listed below. Once there, enter the login and unique password (included below), and Sign in to complete and submit the I-9 Form.

Web Address:

<https://ows01.hireright.com/ac.html?key=E15453EFEACDCFD21E27AA182398A26D>

Login: [Student Email Address](#)

Password: 11111111 (a user-defined password will be established after login)

Our objective is to complete this process quickly. Please make every effort to accurately provide all of the requested information. If you have any questions in completing the online I-9 Form, please contact HireRight Customer Service. Customer Service is available 24 hours a day, 5 days a week beginning Sunday 5 p.m. through Friday 9 p.m. Pacific Time (GMT -8). You can call them at: (866) 521-6995 (within the U.S. and Canada) +1 (949) 428-5804 (outside the U.S. and Canada).

Federal I-9 Instructions

Below is an outline of the packets contents:

Part 1: Instructions for the new hire

Part 2: Instructions for the notary/HR rep on how to complete Section 2*

* In some cases, a notary may be needed to complete Section 3 of the I-9 Form for work authorization updates. If this is the case, please have the employee and notary call Joretta Mills 252-328-9995.

East Carolina University - Offsite New Hire

Part 1: Instructions for New Hire

1. Pull up the email from HireRight and click the link to access Section 1 on your I-9
 - a. If you do not see an email from HireRight, check your spam/junk folder
2. Follow the on-screen directions to complete Section 1 electronically
3. **Email I-9@ecu.edu with your notary/HR representative's full name and email address. The I-9 Coordinator will send your notary/HR rep an email with a link to access Section 2.**
 - a. **This email cannot be sent until you complete Section 1.**
 - b. **In addition, it may take up to two hours for HireRight to send the email to your notary/HR representative, so please email the I-9 inbox with your person's name and email address prior to going to their office.**
4. Please take the following items to the notary:
 - a. A copy of this document
 - b. The original document(s) you'll use to establish your identity and right to work (see the "List of Acceptable Documents" attachment from the email sent by the I-9 Coordinator)
 - i. Example: a passport OR a driver's license AND social security card
5. If you have any issues completing Section 2 with the notary or HR rep, please call me (Joretta Chestnutt) at 252-328-9995. If I am out of my office, please call 252-328-9823 and ask for Tamika Nixon. Please let them know you'd like electronic I-9 notary assistance.

Part 2: Instructions for the Notary/HR Rep

We are asking you to act as our authorized representative on behalf of ECU to examine the employment and identification documents for a new East Carolina University (Greenville, NC) employee. Because U.S. Citizenship and Immigration Services (USCIS) requires us to verify the eligibility of our employees to work in the U.S., we are asking you to serve as our representative by examining the new hire's documentation and signing the I-9 following the steps below:

1. You'll receive an automated email for HireRight with a link to access Section 2 of the employee's I-9. Click on that link and log in to review Section 1 and complete Section 2.
2. Examine the employee's Section 2 documents. The employee can present either:
 - a. Any one* document from List A **or**
 - b. Two documents, one from List B (identity) **and** one from List C (work eligibility). North Carolina is an e-verify state, so the List B document must include a photograph
 - c. These documents must be originals. Faxes, photocopies, and laminated social security card are unacceptable documents.
 - d. An example of a List A document is a passport. An example of a List B document is a driver's license. An example of a List C document is a social security card.
3. Using the documents presented, follow the on-screen instructions to complete Section 2.
4. Complete the Certification section of the I-9 to sign electronically.
 - a. If not pre-populated, please use ECU HR's address in the "Business Address" section – 210 E. 1st Street – Greenville, NC 27858

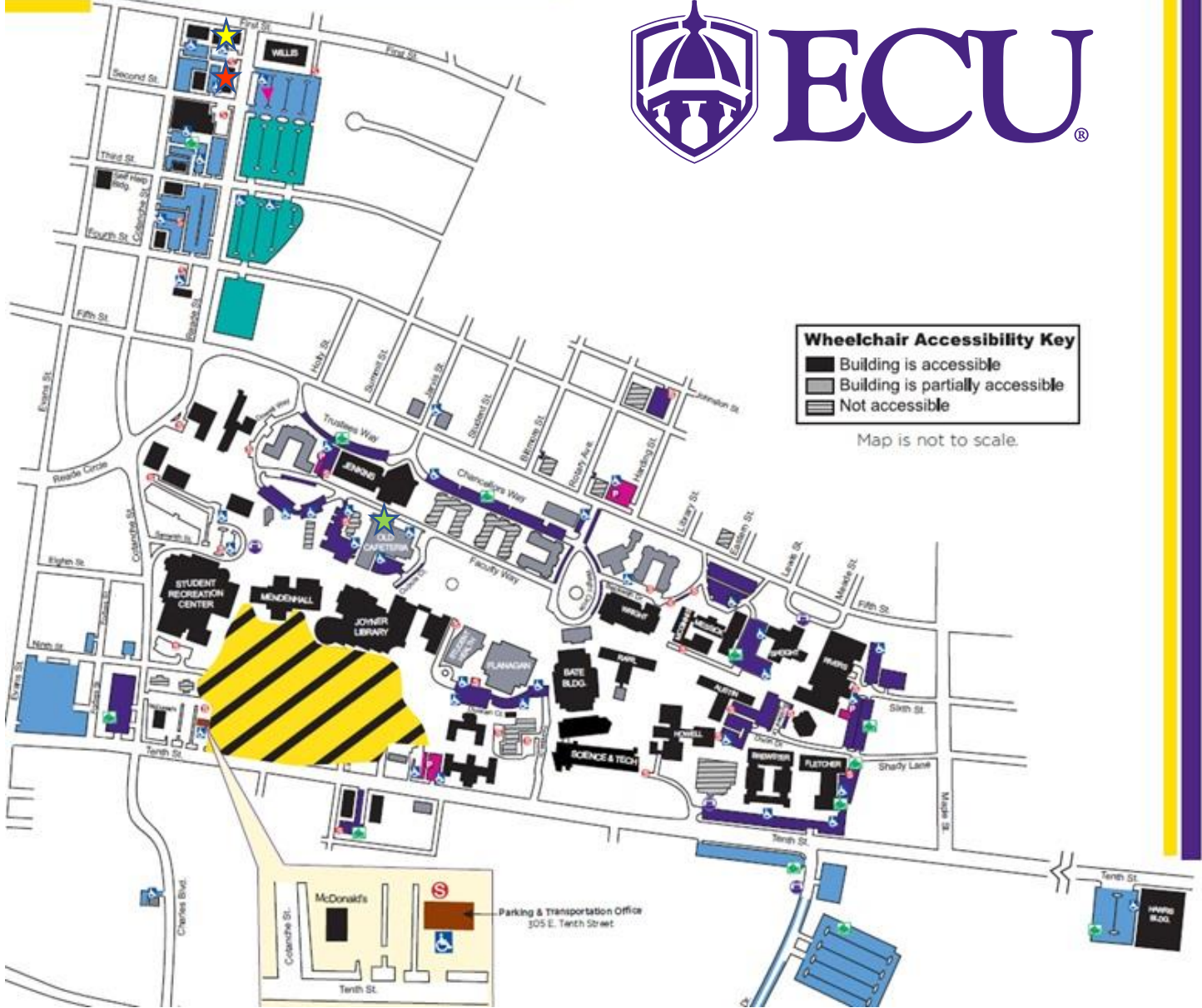
*In some cases, an employee's citizenship status may require more than one List A document. If this is the case, please call 252-328-9823 for assistance.

If you have any issues completing Section 2, please call me (Joretta Chestnutt) at 252-328-9995. If I am out of my office, please call 252-328-9823 and ask for Tamika Nixon. Please let them know you'd like electronic I-9 notary assistance.

Click here to see the list of Acceptable Documents for Section 2 I-9 - <https://www.sewanee.edu/media/offices/human-resources/pdf/I-9-List-of-Acceptable-Documents.pdf>



ECU



KEY

- ★ Payroll Building – 120 Reade Street Greenville, NC 27858 | Phone: 252-328-6955
- ★ Human Resources Building – 210 East 1st Street Greenville, NC 27858 | Phone: 252-328-9847
- ★ Student Employment Office – 2430 Old Cafeteria Complex Greenville, NC 27858 | Phone: 252-737-4473