



# 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 2018-2019 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 1<sup>st</sup> 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** - <http://www.ecu.edu/cs-admin/HumanResources/upload/Acceptable-I-9-Documents.pdf>

**Tax Forms** - [https://www.ecu.edu/cs-admin/financial\\_serv/payroll/payrollforms.cfm](https://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm)

• **International students**, please contact [internationaltax@ecu.edu](mailto:internationaltax@ecu.edu) to schedule your appointment to complete your tax assessment.

**Direct Deposit Form** – 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](https://www.ecu.edu/cs-admin/financial_serv/customcf/direct_deposit_form.pdf) or please obtain a statement from your bank showing your checking account routing information.

**Sign the following required documents:**  
 Confidentiality Agreement (Cornerstone)

**Complete the required online trainings:**  
 IT Security Training (Cornerstone)  
 Unlawful Harassment Prevention for Staff (Cornerstone)  
 EEO Laws & Discrimination Prevention (Cornerstone)  
 Preventing Discrimination and Sexual Violence (Cornerstone)

**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)*

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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: 252-737-5573  
I have a question about my pay? ..... Payroll Department: 252-328-6955  
Who do I contact with questions about my I-9? ..... Student Employment Coordinator: 252-737-5570  
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, or other forms of interpersonal violence?  
..... Office for Equity and Diversity: 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 expectation, or would like to file a workforce  
complaint? ..... Employee Relations Department: 252-328-9848  
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 has a LiveSafe App that provides students, faculty, and staff with a direct connection to campus safety. To learn more about the LiveSafe App and how to download it please visit this link - <http://www.ecu.edu/cs-admin/oehs/LiveSafe/index.cfm>

### **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](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/>