The student hiring process has four steps:

1. **Student meets with their Supervisor to complete/collect the CRW paperwork.** When their I-9 is complete, Supervisor turns this paperwork into Jordan one week** prior** to student start date so that she can make a person an employee.

2. **Student fills out I-9 online through an email from HireRight & shows documents at Student Employment.**

3. **Student completes direct deposit form and tax forms (W4 & NC4).** A person claiming exempt is required to fill out paper forms at Financial Services. A person claiming anything other than exempt will fill out their tax forms (W4 & NC4) online through PiratePort.

4. **When student returns to CRW to begin work, supervisor will spend a few minutes with the student answering any questions regarding Kronos.**

**Further details for the Student meeting with Supervisor to go over hiring packet and job duties.**

- Student & Supervisor will complete the Student Employee Packet, which includes Student Employee Agreement (SEA), Student Profile sheet, I-9 information sheet, and conduct statement. Supervisors should ensure the student fills in job title, pay rate, and both parties must sign the SEA & conduct statement.

- Supervisor needs to discuss dress code & other CRW policies/procedures with student.

- In addition, the Supervisor will collect a class schedule from the student. This needs to be a copy with visible name & Banner ID (Week At A Glance or Student Detailed Schedule).

- Supervisor confirms that student has applied for a CRW job online through jobs.ecu.edu.

- Supervisor confirms understanding of the Kronos Implications document with the student as well as shows the student the Timestamp Functionality sheet that describes how students utilize Kronos. Supervisor advises student to watch the short Kronos tutorial videos on CRW’s Blackboard page.

- An I-9 is a form that the Federal Government requires to verify immigration status. Student understands that he/she cannot work until an I-9 is completed & documents scanned at Student Employment. Supervisor understands that student must not be scheduled until their name appears on the Student Employment I-9 Spreadsheet that all Supervisors have access to. If a Student’s name does not appear on the spreadsheet, Supervisors may check if an I-9 is active for a student by calling 252-737-HIRE and providing the Student’s Banner ID. Supervisor emails the student I-9 information sheet to hireapirate@ecu.edu. This prompts Student Employment Office to send the student instructions to authorize electronic I-9. Supervisor explains to the student that they will receive an email from “HireRight” prompting them to enter their I-9 information.

Supervisors are to explain the list of original documents needed for I-9 completion. After completing the online form, student will follow up by taking proof of citizenship documents to SEO (see list of acceptable documents). No appointment necessary. The Student Employment Office is located inside the Old Cafeteria Complex on the 2nd floor. The Student Employment Office (SEO) phone number is 252-737-HIRE.

- Supervisor discusses the direct deposit form with the Student and that it needs to be accompanied by a voided check or a letter from the Student’s bank authorizing direct deposit. It is strongly encouraged for a student to sign up for direct deposit. This form should be turned into Financial Services located at 120 Reade Street, Greenville, NC 27858.

- Supervisor provides Student with flow chart to determine if he or she qualifies for tax exemption.

  - If a Student is tax exempt, they will need to fill out a paper W4 & NC4 at Financial Services located at 120 Reade Street, Greenville, NC 27858.

  - If a Student is not exempt, they will fill out electronic W4 & NC4 forms on PiratePort. They will do so through the Banner Self-Service “Employee” tab, the link that says “Tax Forms”. If a Student’s paperwork has not cleared the system yet, this link will not appear. If it does not appear, a student will check back periodically and once paperwork clears, it will appear.
accept employment with Campus Recreation & Wellness in the position(s) of __________________________. My immediate supervisor will be __________________________

My employment with Campus Recreation & Wellness is on an as needed basis. My average hours of work may vary from week to week but will not exceed 25 hours during the Fall and Spring semesters. During breaks such as Winter Break, Spring Break and Summer Break I may work as many as 25 hours per week.

The rate of pay for this position(s) is $___________ per hour.

Due to the nature of our operations, it may become necessary to work additional or unexpected hours or decreased hours, especially during peak programming periods or during school breaks and holidays.

Each staff member has specific job responsibilities related to the job title. However, all staff members must meet the following departmental expectations. Failure to meet the expectations could result in immediate termination.

1. Individuals eligible for work-study must report to the Office Student Employment Office prior to or at the beginning of employment with the Department to sign an award letter and pick-up the CWS-2 form.
2. You must be a registered student at ECU to be employed and you must remain a continuous student to retain employment status. You must notify your supervisor immediately of any change in your student status.
3. Report to work on time and clock in and out for each shift as directed by your supervisor.
4. Participation in training if deemed necessary by supervisor and Campus Recreation & Wellness staff.
5. Adherence to Dress Code Policy.
6. Clock in and out your time via the Payroll PC located at Customer Service or sign in as directed by your supervisor.
7. Approve/sign all timesheets promptly utilizing the Campus Recreation and Wellness Online Timesheet system. Failure to sign timesheets by the designated dates may result in not being paid. If this becomes a habit, your supervisor has the right to terminate your employment.
8. Review and abide by policies of Campus Recreation & Wellness located on the departmental website and Blackboard.
9. Employment is contingent upon a satisfactory initial check each semester. Academic records will be checked on all employees each semester to verify employment eligibility.
10. NOTIFY Jordan Isley (SRC main office or email isleylo14@ecu.edu) immediately if your direct deposit information needs to be updated. Not doing so could result in your pay check being delayed.
11. Any student having access to student or member information must handle that information in the most confidential manner. Misuse of any personal information is subject to termination and could result in criminal charges.
12. Conduct yourself in a manner, which reflects positively, and professionally while utilizing department facilities or participating in departmental programs. Conduct/activity away from the work site can affect your employment status.
13. As an employee of the Campus Recreation and Wellness, alcohol and/or non-prescription substance use is strictly prohibited while on duty.
14. Use of personal electronic devices and cell phones at work for personal use is prohibited. It is also prohibited to use cell phones while operating university vehicles.
15. CRW fosters a welcoming and inclusive environment where the exchange of knowledge and perspectives is a valued aspect of interaction between participants of different backgrounds.

I understand my employment with Campus Recreation & Wellness is contingent upon a satisfactory evaluation completed by my supervisor each semester. If I choose to terminate employment prior to the completion of a semester, a two-week notice is to be given to my supervisor. Failure to give notice may be reflected in any subsequent letter of recommendation and/or performance evaluation.

I have read, understand and agree to abide by this Student Employee Agreement.

Student Signature __________________________ Date ____________ Supervisor Signature __________________________ Date ____________

Revised August 2011
Student Employee Information Sheet

Name:  

Onestop Username:  

Address:  

Banner ID:  

ECU Email:  

Club Sport:  

Driver's License#:  

Do you have an out of state license?  

Yes - List State  

Must turn in 3yr history  

Circle Student Status: Undergraduate Graduate  

Phone:  

Please Answer: Are you employed in any other position on campus? If Yes, Indicate Dept & # Hours Worked:  

For Office Use Only  

Hire Date:  

Starting Pay Rate: $  

Position:  

End Date:  

Quit / Terminated / Graduated  

Supervisor:  

RAISES  

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>New Pay Rate</th>
<th>2 Consecutive Semesters Worked</th>
<th>Satisfactory Evaluation</th>
<th>Approved &quot;Payroll Use Only&quot;</th>
<th>Authorized Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y or N</td>
<td>Sup:</td>
<td>AD:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y or N</td>
<td>Sup:</td>
<td>AD:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y or N</td>
<td>Sup:</td>
<td>AD:</td>
</tr>
</tbody>
</table>

As an employee within Campus Recreation and Wellness, I will conduct myself in a manner which reflects positively, and professionally while working as well as when utilizing department facilities or participating in departmental programs. I am also aware that conduct/activity away from the work site can affect my employment status.

In the event that a situation may arise where I am arrested or involved in an incident resulting in disciplinary action with the Office of Student Rights and Responsibilities, I acknowledge that I must notify my direct supervisor within 48-hours of the incident or receiving notification from the Office of Students Rights and Responsibilities. When notifying my supervisor, I will set up a meeting to discuss the incident and agree to serve a "cooling-off" period/suspension should that be deemed necessary and/or desired. Each case will be reviewed in its entirety based on the information received and further action may be taken if deemed necessary including, but not limited to, a longer suspension or termination. Failure to follow this procedure will result in termination of my employment with Campus Recreation and Wellness.

I agree to the statements above and understand the necessary course of actions that I must take if a relevant situation arises.

CRW Student Leader    Date    CRW Staff Member    Date
# Student I-9 Request Information Sheet

*This form is sent to the Student Employment Office to request an emailed I-9 form from HireRight.*

<table>
<thead>
<tr>
<th>Student's FULL Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner ID:</td>
<td></td>
</tr>
<tr>
<td>ECU Email Address:</td>
<td></td>
</tr>
<tr>
<td>Department Name:</td>
<td>Campus Recreation &amp; Wellness</td>
</tr>
<tr>
<td>Supervisor Name &amp; Email Address:</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td></td>
</tr>
<tr>
<td>Funding Source:</td>
<td>Non-State</td>
</tr>
</tbody>
</table>
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
</tr>
<tr>
<td>a.</td>
<td>Foreign passport; and</td>
</tr>
<tr>
<td>b.</td>
<td>Form I-94 or Form I-94A that has the following:</td>
</tr>
<tr>
<td>(1)</td>
<td>The same name as the passport;</td>
</tr>
<tr>
<td>(2)</td>
<td>An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
</tr>
<tr>
<td>6.</td>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST B</th>
<th>Documents that Establish Identity AND Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Driver’s license or ID card issued by a State or oulting possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
</tr>
<tr>
<td>2.</td>
<td>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
</tr>
<tr>
<td>3.</td>
<td>School ID card with a photograph</td>
</tr>
<tr>
<td>4.</td>
<td>Voter’s registration card</td>
</tr>
<tr>
<td>5.</td>
<td>U.S. Military card or draft record</td>
</tr>
<tr>
<td>6.</td>
<td>Military dependent’s ID card</td>
</tr>
<tr>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
</tr>
<tr>
<td>8.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>9.</td>
<td>Driver’s license issued by a Canadian government authority</td>
</tr>
<tr>
<td>10.</td>
<td>School record or report card</td>
</tr>
<tr>
<td>11.</td>
<td>Clinic, doctor, or hospital record</td>
</tr>
<tr>
<td>12.</td>
<td>Day-care or nursery school record</td>
</tr>
<tr>
<td>1.</td>
<td>A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
</tr>
<tr>
<td>(1)</td>
<td>NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>(2)</td>
<td>VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td>(3)</td>
<td>VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>2.</td>
<td>Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>3.</td>
<td>Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>4.</td>
<td>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>6.</td>
<td>U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>7.</td>
<td>Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>8.</td>
<td>Employment authorization document issued by the Department of Homeland Security</td>
</tr>
</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled “Employer or Authorized Representative Review and Verification,” for more information about acceptable receipts.
ECU's Student Employment I-9 Process

1. You will receive an email from HireRight I-9. Follow all instructions as soon as possible. You will receive the following in the email:
   a. Acceptable I-9 documents (see reverse side of document)
   b. I-9 completion instructions
   c. Walk-in times to complete the process (bring your original documents with you)
   d. Instructions to complete the ECU Confidentiality Agreement
2. Call the Student Employment office with questions or to schedule an appointment at 252-737-HIRE (4473).
   a. Note: You may also bring your direct deposit form (with voided check or a bank letter)
3. The Student Employment Office (SEO) is located on the second floor of the Old Cafeteria Complex (see arrow below). Use enter at the entrance closest to Joyner Library and follow the instructions below:
   a. Enter building and go straight through the double doors
   b. Walk down the hall (you will pass the Cashier's Office on the right)
   c. Continue to walk until you reach the stairs on your right; they are located just past the ramp on the right
   d. Take the stairs to the second floor
   e. Turn right and take your immediate left and follow the signs for Student Employment on your right
Kronos Expectations

- You must sign your timesheet in a timely manner.
- Sign off on your timesheet when you clock out on the last day of time period or after your last scheduled shift before the end of a time period.
- Time periods are the 1st-15th of the month and the 16th-last day of the month (28th-31st).
- Clock out before signing your timecard. Sign your timecard on a campus computer or time clock. You cannot sign your timecard from a mobile device.
- You have until noon the following business day a pay period ends to sign off.
- E-mail your Supervisor(s) or Jordan at isleyj014@ecu.edu ahead of payroll deadline with time sheet corrections.
- Make certain corrections are completed and timecard accurate before approving a timecard.
- If you cannot reach your Supervisor and an approval deadline is approaching, email our Payroll Coordinator, Jordan Isley.
- If a job has dropped off and is no longer visible to select, notify Jordan.

Kronos Implications

Non-compliance of any items below during an academic year (August-July) will result in:

1. First instance: Warning
2. Second instance: (up to) 2 week Suspension
3. Third instance: Termination of your employment with CRW.

Examples of non-compliance:
- Turning in a manual time slip after a time period has ended.
- Not approving a timecard or approving after the deadline.
- Working or Clocking time towards a dropped off job.
- Approving a timecard with incorrect or missing hours and/or pay rates.
  - Wrong Transfers, Missed Punches, Wrong Job Title, Incorrectly Built Job, Wrong Pay Rates, etc.

Notes:

- Notify your Supervisor or Jordan via email prior to the end of the pay period that there is an error on your timecard. After email notification, if timecard has not been corrected by the approval deadline, you will not be subject to above implications for non-approval of a timecard. However, once the error is corrected, timely approval is expected.
- In the event of an emergency preventing sign off on your time sheet by deadline, it is your responsibility to notify your Supervisor or Jordan (via email).
- You must only clock time using a CRW clock. CRW does not allow you to record time on other department clocks (without special permission by a Supervisor prior to using the clock).
- You must use your OneCard to clock-in at a Kronos time clock. (There is no way to enter a Banner ID or other identification without your OneCard.)

Location of clocks:
- Student Recreation Center, time clock in the hallway to the pool, by the water fountain.
- Student Recreation Center, computer at Customer Service.
- North Recreational Complex, time clocks at Boathouse and Fieldhouse.
- Blount Complex, time clock at Fieldhouse.
Logging On

1. Open your internet Browser.

2. Click the Address field and enter https://KRONOS.ecu.edu

3. Enter your Pirate ID in the User Name field and your Pirate ID password in the Password field.

4. Click the Logon button.

Activating a Widget

Viewing your Timecard

1. Click the Gear icon, then select Pop-out. The widget selected to pop-out displays in the active workspace.

2. Click the Double-Square icon in the upper-right corner to maximize the active workspace. Click the icon a second time to return to the normal screen view.

Logging Off

1. Log off the application by clicking the Sign Out link in the upper left corner.
Time Stamp Functionality

Clocking In or Out

1. To clock in or out, press the Record Time Stamp button in the middle of the screen.

The Recorded Time of the punch displays.

2. Recorded Time: 6:41PM Eastern Time
   The punch was accepted.

Entering Callback Time

For responding to an emergency Callback request

1. From the Timestamp workspace, click the drop-down arrow in the Transfer field.

2. Select Search.

3. Click Advanced.

4. Click the Work Rules drop-down arrow.

5. Select the callback Work Rule for the time being logged.

   - Callback: Select for onsite callback if your Department pays overtime.
   - Callback Comp ot: Select for onsite callback if your Department awards overtime as comp time.
   - Remote Callback: Select for remote callback if your Department pays overtime.
   - Remote Callback Comp ot: Select for remote callback if your department awards overtime as comp time.

6. Click OK.

7. The callback rule selected displays in the Transfer field.

8. Click Record Time Stamp.

~continued~

East Carolina University

December 2014
Transferring Time to a Different Job

For employees with multiple jobs

1. Each job needs to be setup in_TIMESTAMP, contact your SuperAdmin for assistance with configuring each one of your jobs using the Search feature. Setup requires the following information for each job:
   - Home organization
   - Timesheet organization
   - Job Position-Suffix

2. After your job setup is complete, each job code number displays in the Transfer drop-down field of the _TIMESTAMP_ workspace.

Setting Up Alternate Job Codes

1. From the_TIMESTAMP_ workspace, click the drop-down arrow in the Transfer field.

2. Click Search.

3. Click the Job Position-Suffix-Rate drop-down arrow.

4. Select the Job Code for the time being logged.

5. If required, make a selection from the Time Sheet Org level.

6. Click OK.

Clocking In to a Different Job

1. From the_TIMESTAMP_ workspace, click the drop-down arrow in the Transfer field.

2. Select the appropriate Job Code for the time being logged.

3. The job code selection displays in the Transfer field.

4. Click Record Time Stamp.

5. The Recorded Time displays with the selected Job Code.

East Carolina University
Approval Time

1. After the pay period has ended, select Previous Pay Period from the Time Period drop-down field.

   Time Period: Previous Pay Period

2. Review the Timecard details for accuracy:
   - Ensure all leave time for the pay period is recorded.
   - Attach essential comments and notes to pay codes or punch times.
   - Access the Totals & Schedule tab to validate the total hours for processing.

3. From the Action Menu, select Approvals > Approve.

   Approvals
   - Approve
   - Remove Approval

4. Click the Sign-Offs, Requests & Approvals tab to review the approval details.

5. Sign-Out or Activate a different widget.
Example 1.

You are a high school student and expect to earn $2,500 from a summer job. You do not expect to have any other income during the year, and your parents will be able to claim an exemption for you on their tax return. You worked last summer and had $375 federal income tax withheld from your pay. The entire $375 was refunded when you filed your 2014 return. Using Figure 1-A, you find that you can claim exemption from withholding.

Figure 1-A. Exemption From Withholding on Form W-4

Note. Do not use this chart if you are 65 or older or blind, or if you will itemize your deductions, claim exemptions for dependents, or claim tax credits. Instead, see the discussions in this chapter under Exemption From Withholding.

CLAIMING EXEMPT FROM TAXES ON YOUR FEDERAL OR STATE EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATE

East Carolina University employees wishing to claim EXEMPT from Federal and/or NC State tax must submit an original W-4 and/or NC-4 to the Payroll Office. Self Service Banner does not allow an employee to claim EXEMPT status.

Employees who claim EXEMPT must complete a new W-4 and NC-4 annually.

**Federal Tax – Exempt Status:**
By claiming exempt from Federal taxes, you are certifying that you are exempt from Federal withholding tax because you met the following conditions:
- For 2014 I had a right to a refund of all federal income tax withheld because I had no tax liability; and
- For 2015 I expect a refund of all federal income tax withheld because I expect to have no tax liability.

**PENALTIES:** You may have to pay a penalty of $500 if both of the following apply:
- You make statements or claim withholding allowances on your Form W-4 that reduce the amount of tax withheld.
- You have no reasonable basis for those statements or allowances at the time you prepare your Form W-4.

There is also a criminal penalty for willfully supplying false or fraudulent information on your Form W-4 or for willfully failing to supply information that would increase the amount withheld. The penalty upon conviction can be either a fine of up to $1,000 or imprisonment for up to 1 year, or both.

These penalties will apply if you deliberately and knowingly falsify your Form W-4 in an attempt to reduce or eliminate the proper withholding of taxes. A simple error or an honest mistake will not result in one of these penalties. For example, a person who has tried to figure the number of withholding allowances correctly, but claims seven when the proper number is six, will not be charged a Form W-4 penalty. However, see chapter 4 for information on the penalty for underpaying your tax. Additional information available at: [http://www.irs.gov/publications/p505/](http://www.irs.gov/publications/p505/)

**NC-State Tax – Exempt Status:**
By claiming exempt from State taxes, you are certifying that you are exempt from State withholding tax because you met the following conditions:
- Last year I was entitled to a refund of all State income tax withheld because I had no tax liability; and
- For the tax year 2015, I expect a refund of all State income tax withheld because I expect to have no tax liability.
- Or, I certify that I am exempt from North Carolina withholding because I meet the requirements of the Military Spouse Residency Relief Act and I am legally domiciled in a state other than NC.
  - If claiming exempt under the Military Spouse Residency Relief Act, employee must attach a copy of their spousal military identification card and a copy of the service member's most recent leave and earnings statement.

NC State tax law requires employers (ECU) to submit copies of any certificate on which the employee claims more than 10 withholding allowances or claims exemption from withholding and the employee’s wages would normally exceed $200 per week.

**PENALTIES:** If an employee provides a withholding allowance certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld had the employee furnished reasonable information, the employee is subject to a tax penalty of 50 percent of the amount not properly withheld.


*Last Update: March 25, 2015*
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS
East Carolina University
Payroll Office, Financial Services, 120 Readie Street
Greenville, NC 27858-4353
Fax 252-328-0919

EMPLOYEE ALWAYS COMPLETES THIS SECTION

Employee Name (Type or Print)  ECU ID Number (Board #)

AUTHORIZATION - COMPLETE THIS SECTION FOR PAYROLL ELECTRONIC DIRECT DEPOSIT
This form must be in the Payroll Office by the first working day of the month to be effective on the first semi-monthly payroll and those received by the 15th of the month will be in effect on the last semi-monthly payroll for that month.

☐ Original Sign-up — Select this box if you currently do not have your paycheck electronically deposited, but wish to begin payroll electronic direct deposit.

☐ Change — Select this box if you currently receive electronic payroll deposits and you want to change Financial Institutions and/or accounts.

☐ Cancellation — Select this box to cancel your direct deposit.

(Note: If you have questions regarding the EFFECTIVE date of this change, contact the Payroll Department before Payday)

If your bank account is closed, for any reason, you must immediately notify the Payroll Department. If a deposit has been made by the University to the closed account, no correcting payment can be made until the bank has returned the funds to the University.

IRS Federal Regulations require that if you forward the entire amount of your direct deposit from your US bank to a bank in another country, you must advise the Payroll Department in writing by sending an e-mail to payrolltax@ecu.edu

I hereby authorize East Carolina University to initiate credit entries for my pay, and I authorize the participating financial institution indicated below to credit my account as indicated on the attached voided check/letter.* (Deposit Tickets are not acceptable.) If funds to which I am not entitled are deposited to my account, I authorize East Carolina University to direct the participating financial institution to return said funds to the University.

<table>
<thead>
<tr>
<th>Nine-Digit Bank / Routing Number</th>
<th>Account Number</th>
<th>Name of Financial Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACCOUNT TYPE (SELECT ONLY ONE)
☐ Checking  ☐ Savings

* If a voided check is not available or the deposit is to a Savings Account, contact the financial institution and ask for a letter indicating the account holder's name, the financial institution's transit routing number and the account number. (Attach the letter to this form)

This authority is to remain in effect until one of the following events occurs: (1) the University has received written notification from one of its termination in such time and such manner as to afford the University a reasonable opportunity to act on it, (2) the bank closes my account, (3) the University cancels the agreement, or (4) I have a break in employment from the University.

Employee Signature  Date Signed  Phone  Campus Department

PLEASE ATTACH A PREPRINTED VOID CHECK HERE. IT SHOULD BE CLEARLY MARKED "VOID." THE PREPRINTED INFORMATION MUST INCLUDE THE ACCOUNT HOLDER'S NAME, THE FINANCIAL INSTITUTION'S ROUTING NUMBER AND ACCOUNT NUMBER. COPIES OF ATM CARDS ARE NOT ACCEPTABLE.