



New Employee Orientation



Welcome to New Employee Orientation



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Key Ring Ice Breaker

Provide us with your:

1. Name
2. Your new job title
3. What department you will be working in
4. Something on your key ring of significance to you





A photograph of a university campus. On the left, there is a white stone gazebo with a dark, domed roof. The background is filled with large, leafy trees in shades of green and yellow, suggesting a spring or autumn setting. In the distance, a red brick building is visible. Several people are walking on a path in the foreground. A semi-transparent white rectangular box is centered over the image, containing the text "Paperwork Time!" in a bold, purple, sans-serif font.

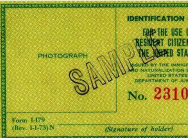
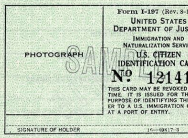
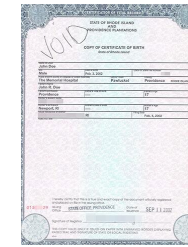
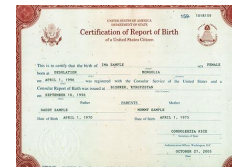
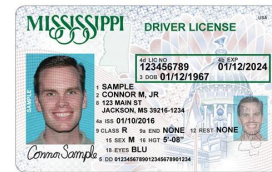
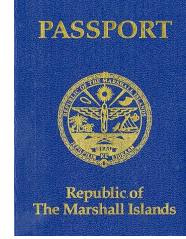
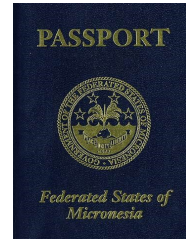
Paperwork Time!

LIST A Documents that Establish Both Identity and Employment Authorization

LIST B Documents that Establish Identity

+

LIST C Documents that Establish Employment Authorization



More information can be found at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

Pirate ID Activation

Each new employee will need to activate their Pirate ID before they can access most ECU systems.

You can find step by step instructions in your folder, as well as by accessing the Help Desk ticket "Activate a New Pirate ID".

<https://ecu.teamdynamix.com/TDClient/1409/Portal/KB/ArticleDet?ID=67134>



Home Chat Services Knowledge Base

Activate a New PirateID

student • non-employee • retirees • faculty-and-staff • access • account • identity • tutorial

Overview

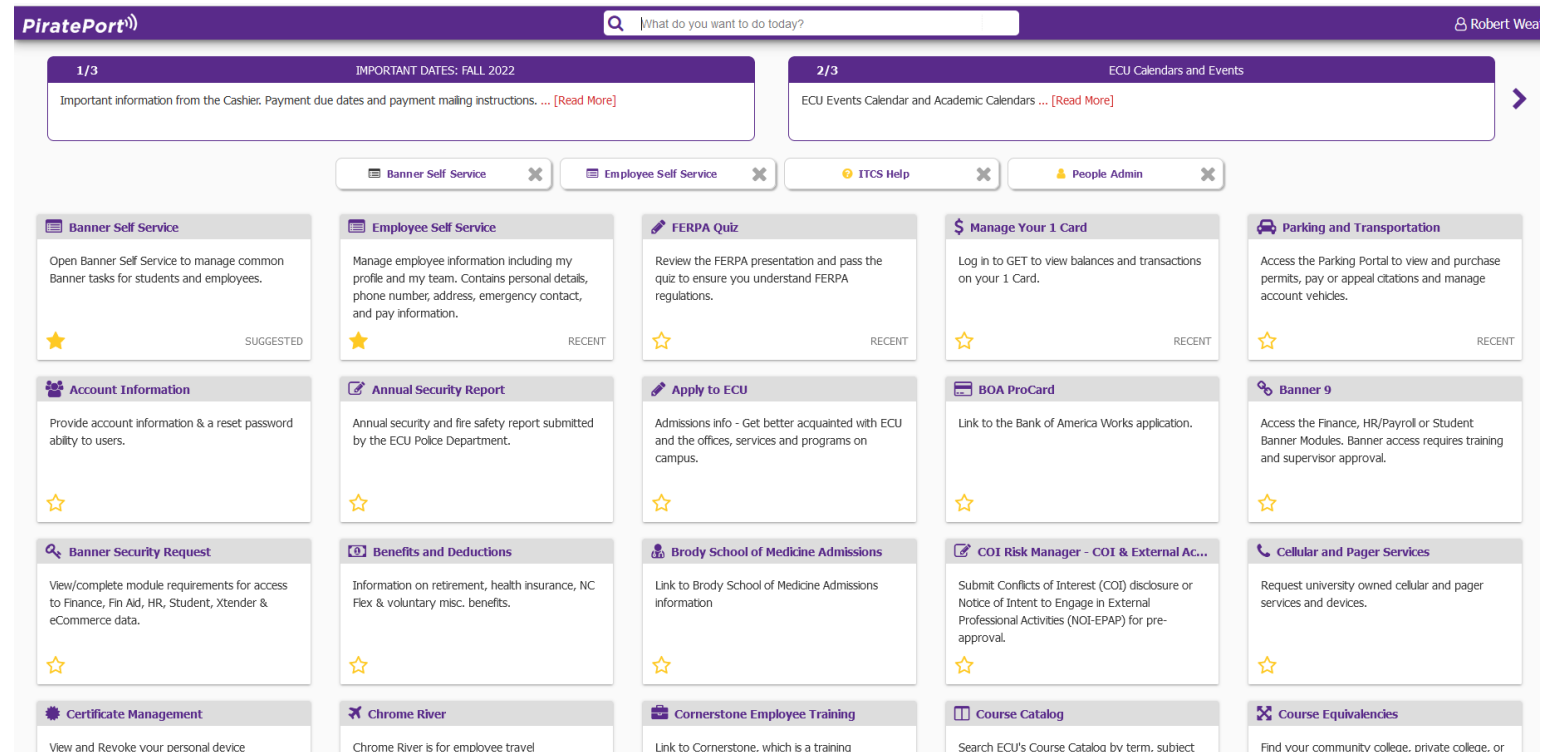
Any new user - faculty, staff, student, contract employee, retiree, etc. - must first activate a new PirateID and create a passphrase. If you are **both** student and staff, each account is activated separately.

For assistance, please contact the IT Service Desk 252-328-9866 | 800-340-7081.

PiratePort

PiratePort is the home to many of the online services and activities you'll be using as a new Pirate staff member.

You'll find tiles for Employee Self Service (where you'll setup your Direct Deposit), My Information (where you'll update your demographic information), and access dozens of other information systems across the ECU landscape.



<https://pirateport.ecu.edu>

Additional Forms and Instructions

- Transcript Verification
 - Fill out top section completely
 - Make sure to sign at the bottom
- Payroll Information Sheet
 - W-4 and NC-4 Tax Forms
 - How to access your pay stub
 - Consent to send W-2s electronically
- Voluntary Self-Identification
 - Update your personal and identity information
 - Add emergency contacts
- Direct Deposit
 - Instructions on how to set up your direct deposit information in PiratePort
 - You can initialize, edit, or update your direct deposit information online



Payroll Cycle

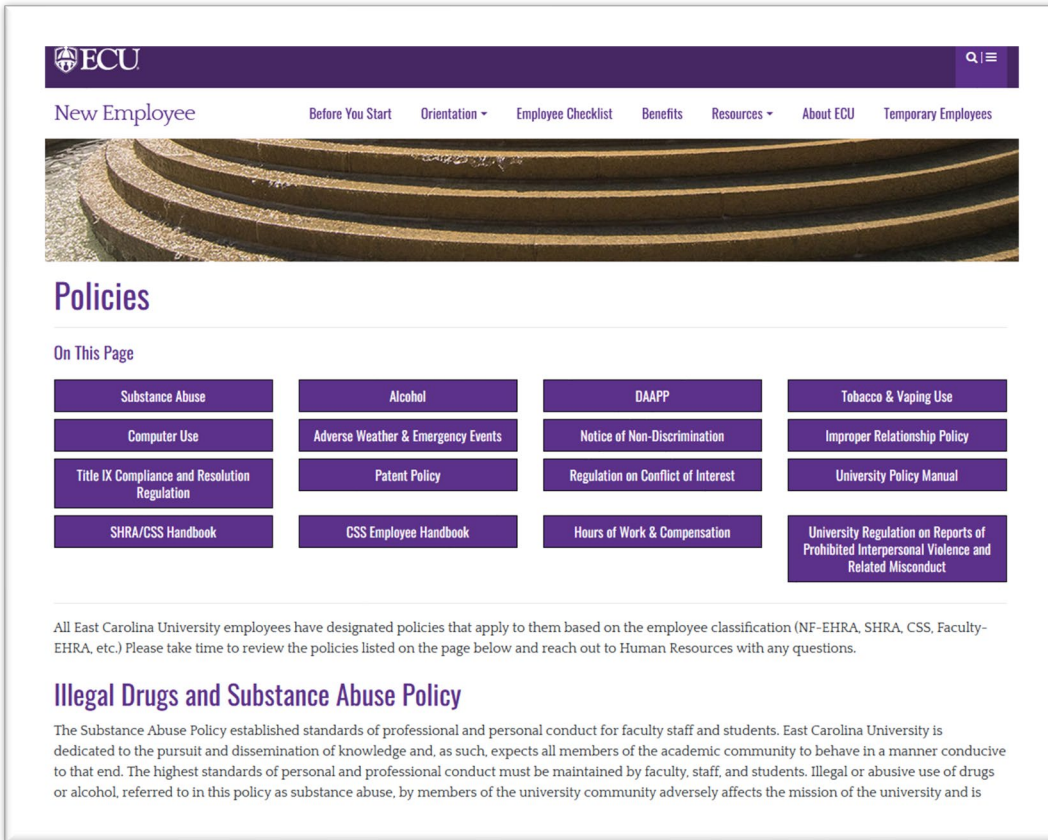
- Permanent Employees
 - Employees are paid semi-monthly on the 15th and last day of the month.
 - All permanent employees are paid semi-monthly (24 pays per year) and paid current.
 - First pay date depends on when hiring paperwork is finalized.
- Temporary & Student Employees
 - Employees are paid semi-monthly on the 15th and last day of the month.
 - All temporary and student employees are paid semi-monthly (24 pays per year) and in arrears.

Questions on first pay date?

Call POSO Front Desk at 328-9847 or email payroll@ecu.edu

Policies

Log on to <https://humanresources.ecu.edu/policies/> to review ECU policies, rules, and regulations.



The screenshot shows the ECU Human Resources website. At the top is a purple navigation bar with the ECU logo and a search icon. Below the bar is a white navigation menu with links: "New Employee", "Before You Start", "Orientation", "Employee Checklist", "Benefits", "Resources", "About ECU", and "Temporary Employees". A large image of a stone staircase is featured below the menu. The main heading is "Policies". Underneath, a section titled "On This Page" contains a grid of 12 policy links: Substance Abuse, Alcohol, DAAPP, Tobacco & Vaping Use, Computer Use, Adverse Weather & Emergency Events, Notice of Non-Discrimination, Improper Relationship Policy, Title IX Compliance and Resolution Regulation, Patent Policy, Regulation on Conflict of Interest, University Policy Manual, SHRA/CSS Handbook, CSS Employee Handbook, Hours of Work & Compensation, and University Regulation on Reports of Prohibited Interpersonal Violence and Related Misconduct. A disclaimer at the bottom states that policies are designated based on employee classification (NF-EHRA, SHRA, CSS, Faculty-EHRA, etc.) and advises reaching out to Human Resources with questions. The "Illegal Drugs and Substance Abuse Policy" section is partially visible at the bottom.

ECU

New Employee Before You Start Orientation Employee Checklist Benefits Resources About ECU Temporary Employees

Policies

On This Page

Substance Abuse	Alcohol	DAAPP	Tobacco & Vaping Use
Computer Use	Adverse Weather & Emergency Events	Notice of Non-Discrimination	Improper Relationship Policy
Title IX Compliance and Resolution Regulation	Patent Policy	Regulation on Conflict of Interest	University Policy Manual
SHRA/CSS Handbook	CSS Employee Handbook	Hours of Work & Compensation	University Regulation on Reports of Prohibited Interpersonal Violence and Related Misconduct

All East Carolina University employees have designated policies that apply to them based on the employee classification (NF-EHRA, SHRA, CSS, Faculty-EHRA, etc.) Please take time to review the policies listed on the page below and reach out to Human Resources with any questions.

Illegal Drugs and Substance Abuse Policy

The Substance Abuse Policy established standards of professional and personal conduct for faculty staff and students. East Carolina University is dedicated to the pursuit and dissemination of knowledge and, as such, expects all members of the academic community to behave in a manner conducive to that end. The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs or alcohol, referred to in this policy as substance abuse, by members of the university community adversely affects the mission of the university and is

Before the end of this week, you'll need to log in to your email and complete the acknowledgement of policies and agreement to abide by ECU policies, rules, and regulations (PRRs). Look for an email from DocuSign after you've activated your PiratelD!



Our Mission

To be a national model for student success, public service and regional transformation

Our Motto
"Servire"
To Serve



“Servire”
To Serve

**Maximize
Student
Success**





"Servire"
To Serve

**Maximize
Student
Success**



**Serve
the
Public**



"Servire"
To Serve

**Maximize
Student
Success**



**Serve
the
Public**

**Lead
Regional
Transformation**



The background of the image is a photograph of a university campus. On the left, there is a small, ornate stone gazebo with a domed roof. The gazebo has several columns and arched openings. In the background, there are large, mature trees with green and yellowing leaves, suggesting a spring or autumn setting. A brick building is visible behind the trees. In the foreground, several people are walking on a grassy lawn. The text "ECU Resources" is overlaid in the center of the image in a large, bold, purple font. The text is slightly transparent, allowing the background image to be seen through it.

ECU Resources

ECU 1Card



Information Technology and Computing Services (ITCS)



Information Technology and Computing Services

IT Services

User Support ▾

System Logins

IT Quick Links ▾

How can ITCS assist you today?

>> Check SYSTEM STATUS and IT NOTIFICATIONS

ITCS = Your New Best Friend!

- ❑ Setting up your computer, access to technology, access to printers, troubleshooting
- ❑ Office 365 Access: Download at pirate365.ecu.edu on up to 5 personal devices
- ❑ Once your Pirate ID is activated, you'll automatically have access to multiple programs and software packages:
 - ❑ DocuSign
 - ❑ Panopto
 - ❑ Cisco WebEx
 - ❑ LinkedIn Learning
 - ❑ Qualtrics

Faculty & Staff Meal Plans

10 Dining Hall Meals

For: Faculty/Staff

PLUS TAX
\$80

Enjoy 10 All-You-Care-To-Eat meals from either of the Dining Halls

Comes to \$8 per meal!

Your meals don't expire as long as you're employed with ECU

30 Dining Hall Meals

For: Faculty/Staff

PLUS TAX
\$225

Enjoy 30 All-You-Care-To-Eat meals from either of the Dining Halls

Only \$7.50 per meal!

Meals don't expire as long as you're employed with ECU

60 Dining Hall Meals

For: Faculty/Staff

PLUS TAX
\$420

Enjoy 60 All-You-Care-To-Eat meals from either of the Dining Halls

Only \$7 per meal!

Meals don't expire as long as you're employed with ECU

west end
DINING HALL



ECU Staff Senate

ECU Staff Senate is a diverse representative body of employees that promotes communication between University employees and the administration.

Staff Senate is comprised of full-time CSS, DMSS, EPS, or SHRA representatives from each of the six campus divisions.



Staff Senate invites all staff members to submit issues that are a concern to you by using the Contact Us page on the Staff Senate website staffsenate.ecu.edu or emailing them directly at staffsenate@ecu.edu. Any employee of East Carolina University is welcome to join us at our monthly meeting, held during the second week of every month.

Pirate Perks

You've found treasure!

Pirate Perks are discounts and special offers provided by various local businesses to ECU Employees.



To use a Pirate Perk discount, identify yourself as an ECU employee when making a purchase or requesting services by presenting your ECU 1 Card. Please remember, these discounts are made available to ECU employees only.

<https://staffsenate.ecu.edu/pirateperks/>

East Carolina University and the ECU Staff Senate do not evaluate, endorse or warrant the products or services offered by the Pirate Perks business partners. ECU and the Pirate Perks business partners have the right to discontinue partnership at any time.

ECU Health & Pharmacy



ECU Physicians

A PROUD PART OF ECU HEALTH

Rapid Access is a health care service that offers all East Carolina University employees and their immediate families same-day doctor's appointments at ECU Physicians locations for urgent general-care needs.

Call 252-744-0555 to be seen by a doctor same day!



ECU Physicians Pharmacy Services

- Delivers prescriptions to your office location
- Provides discounted generics and OTC medications

Campus Recreation & Wellness

New ECU Employees get a free 14-day membership to our Campus Recreation & Wellness centers. It begins whenever you'd like to activate it, and grants you access to all Campus Recreation & Wellness centers as well as the North Recreational Complex.



**GET OUR APP
TODAY**

THE ECU REC APP

ANDROID APP ON
Google play

Download on the
App Store

<https://crw.ecu.edu/>

Parking & Transportation Services



Parking & Transportation Services

Permit Pricing & Payment Options

Permit Prices

- A Zone - \$428.00
- B Zone - \$214.00
- Parking Deck - \$720
- Month to month options for temporary employees only
- Permit prices begin pro-rating in October

Payment Options

- Online: Payroll Deduction (Perm. Employees only) - Post-tax only or Credit Card (Visa, MasterCard or Discover)
- In person: Cash or Check in addition to all of the above online options



Additional Forms and Handouts

Make sure to review the following handouts carefully:

- Office of Internal Audit and Management Advisory Services
- Records Management at ECU
- Office of Export Controls and Customs
- PREP
- The Arts @ ECU
- New Employee Checklist

Your folder contains additional handouts and pamphlets from a variety of campus partners and groups. Please review these to see what interests or applies to you.

Your To Do List

✓ **Within 3 Days**

- ✓ Activate Pirate ID
- ✓ Login to your email and complete your DocuSign Packet
- ✓ Direct Deposit
- ✓ Tax Forms
- ✓ I-9 Documents

✓ **Within First Week**

- ✓ OneCard
- ✓ Update Emergency Contacts

✓ **After 90 Days**

- ✓ Online stay interview email from Employee Relations

Benefits Enrollment

Benefits webinar every Thursday at 10:00 AM!

Important Deadlines

Medical - **30 days from date of hire** or you will not be covered through ECU. You may sign up again during open enrollment, but that won't take effect until January of the following year!

Retirement - **30 Days from date of hire**; SHRA and EPS employees who don't select a plan by the deadline will be automatically enrolled in TSERS. CSS and DMSS employees may only enroll in the ORP.

NOTE: Postdoctoral scholars should consult the Office of Postdoctoral Affairs regarding benefits enrollment.



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Education Benefits for Faculty & Staff

- Faculty and Staff Tuition Waiver
 - CSS, DMSS, EPS or SHRA working 30 + hours per week may be eligible
 - Allows you to take **3 free credit bearing classes** per academic year at any UNC System university (according to that institution's policy)
- Textbook Loan Program
 - Full time Permanent ECU Staff or Faculty and their dependents may be eligible
 - **\$250** per semester in textbook rentals for Dowdy Student Stores

<https://humanresources.ecu.edu/benefits/educational-assistance/>

Faculty & Staff Assistance Program

ECU faculty, staff, and their immediate family members can contact the Faculty & Staff Assistance Program 24 hours a day, 7 days a week for Confidential Emotional Support, Work Life Solutions, Legal Guidance, or Financial Services.

Contact Your GuidanceResources® Program

Call: 833.743.8183

TTY: 800.697.0353

Online: guidanceresources.com

App: GuidanceNow™

Web ID: ECUFASAP

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Mental Health Support

ON-DEMAND EMOTIONAL AND MENTAL HEALTH SUPPORT ... THERE'S AN APP FOR THAT

It's called Headspace Care and it's available at no additional cost to you.

Whether you're feeling stressed, overwhelmed, anxious, depressed, or something else, you can get support in the way that works best for you. Chat via text with a trained behavioral health coach within seconds and meet with a licensed therapist or psychiatrist via video on weekends and evenings—all from the privacy of your smartphone. Plus, access a self-care library with more than 200 clinically validated resources.





**Welcome
aboard,
Pirates!**

