ECU®

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

Paperwork
Time!

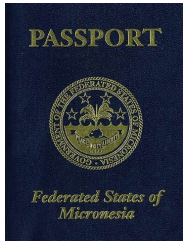
LIST A — Documents that Establish Both Identity and Employment Authorization

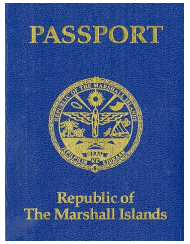
or

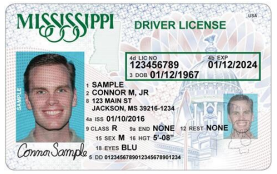
LIST B — Documents that Establish Identity

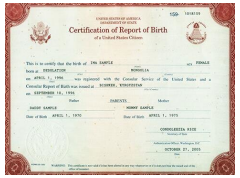
+

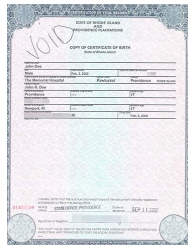
LIST C — Documents that Establish Employment Authorization

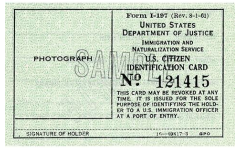


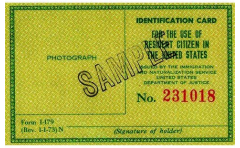












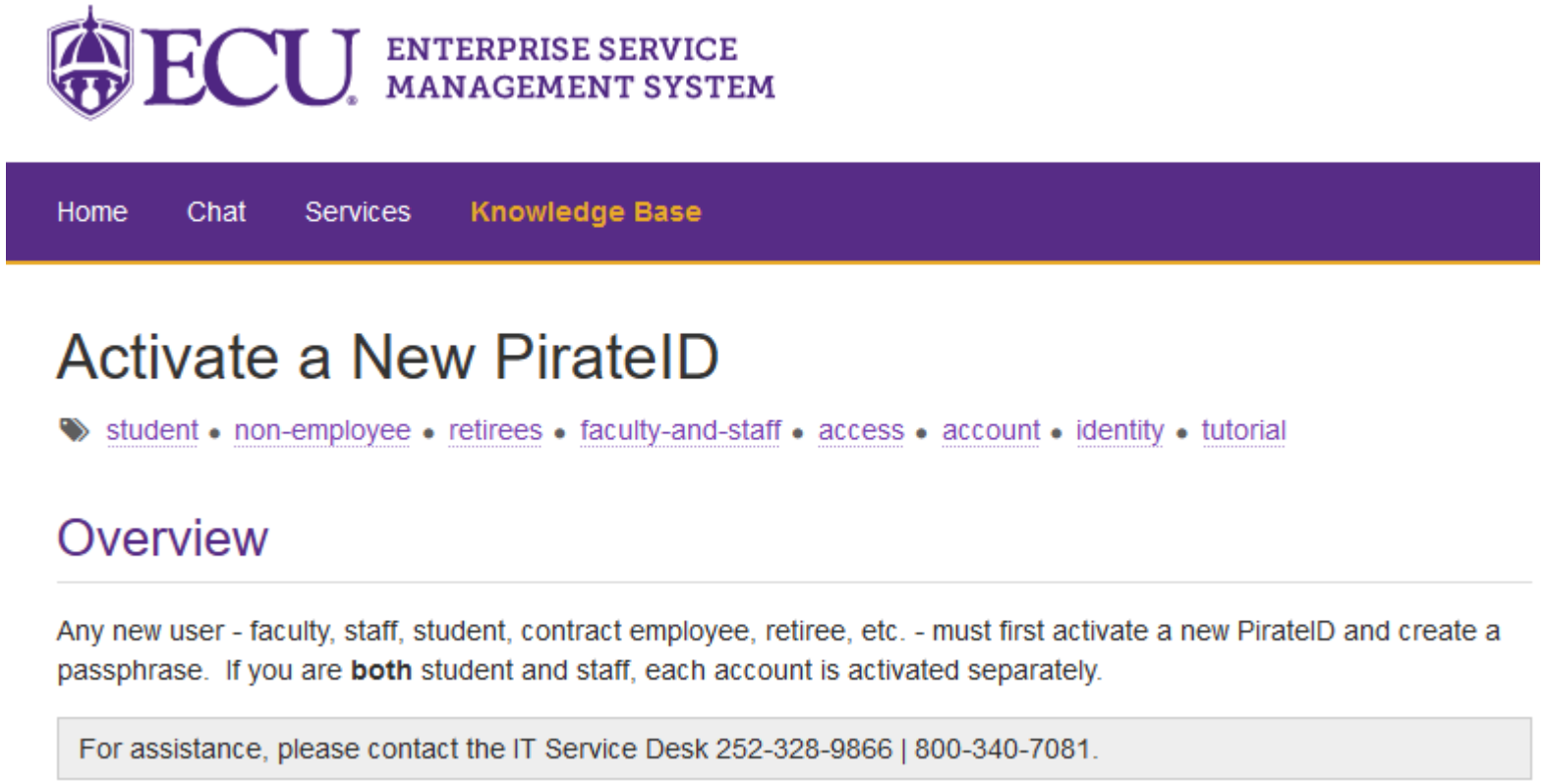
More information can be found at https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents

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".

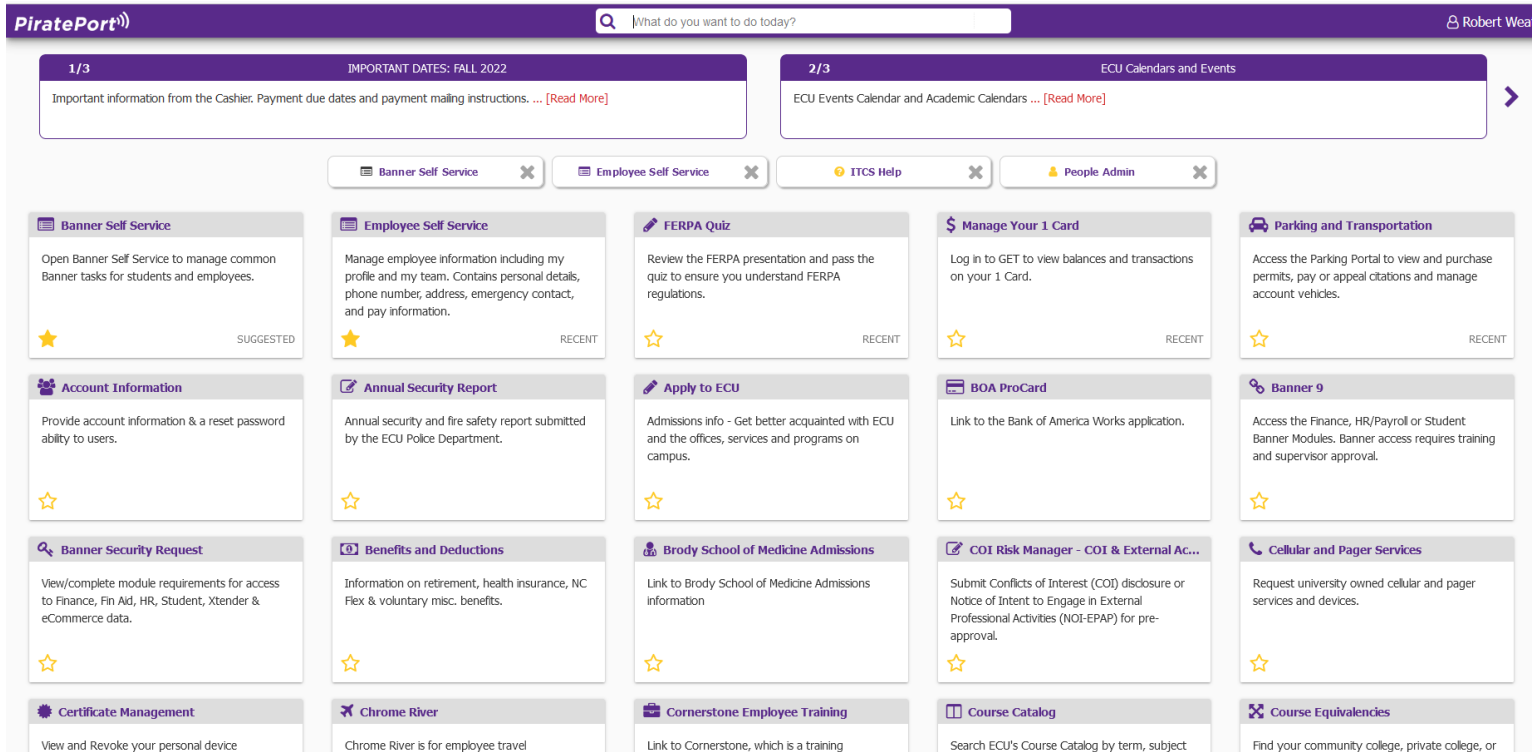
https://ecu.teamdynamix.com/TDClient/1409/Portal/KB/ArticleDet?ID=67134



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

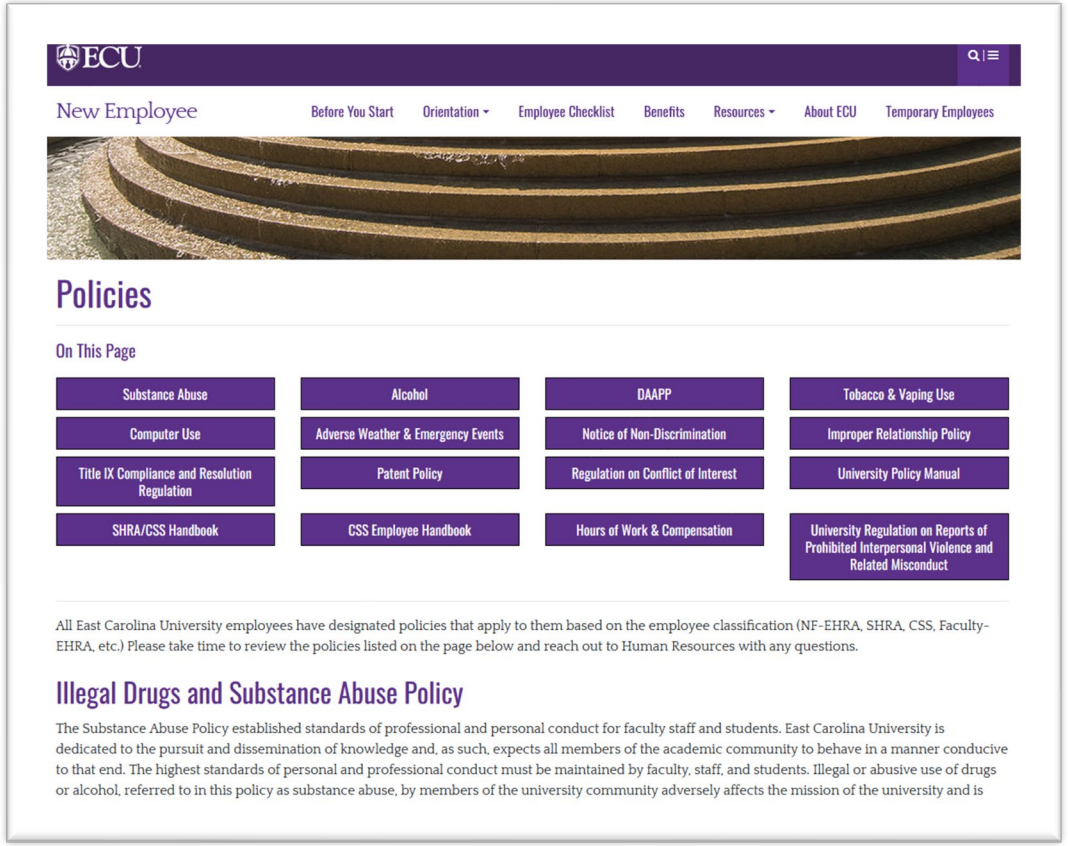
- Permanent Employees
  - Employees are paid semi-monthly on the 15th and last day of the month.
  - All permanent employees are paid semi-monthly (24 pays per year) and paid current.
  - First pay date depends on when hiring paperwork is finalized.
- Temporary & Student Employees
  - Employees are paid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



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

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

ECU

"Servire"
To Serve

Maximize Student Success

Serve the Public

Lead Regional Transformation

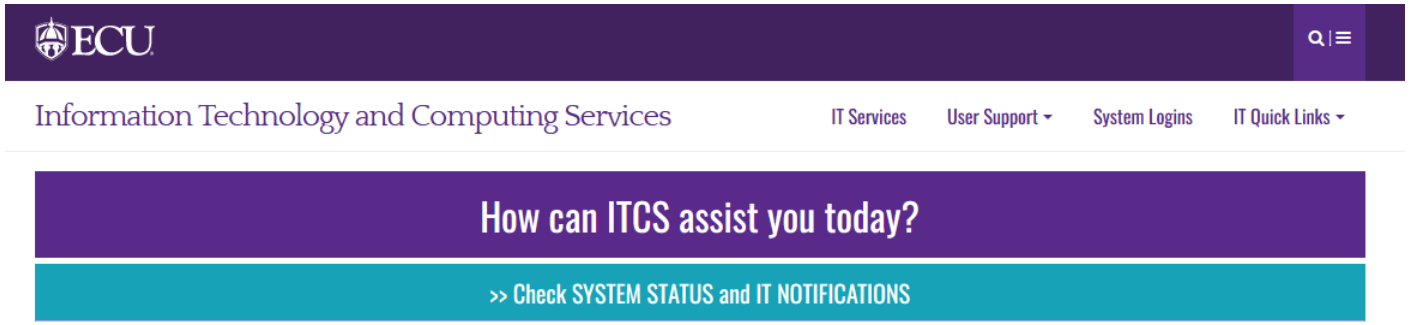
ECU

ECU
Resources

ECU 1Card

ECU
East Carolina
UNIVERSITY
PEEDEE THE PIRATE
STUDENT
1 CARD

Information Technology and Computing Services (ITCS)



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

TODD 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 HEALTH

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.

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.

ECU

Welcome aboard, Pirates!