New Temporary Student Employees

After you have accepted a temporary position with DELTA, you will be notified by the DELTA Business Office regarding the next steps of the employment process.

1) You will need to complete a Personal Information Form (PIF) and a Certification of Temporary Employment Terms. Both of these forms require your signature and will therefore need to be dropped off or scanned and emailed to the DELTA Business Office.

2) In coordination with the DELTA Business Office, you will schedule a time to visit the NC State Onboarding Center to complete your I-9 paperwork. Completion of this paperwork is required before you can begin work in your new position, unless you are currently working with another department at NC State. Please refer to the list of acceptable I-9 documents prior to your visit to Onboarding to ensure you have everything you need in order to complete this paperwork.

3) The Onboarding Center will walk you through the steps within the MyPack Portal for setting up your Direct Deposit and making changes to your payroll tax withholdings. These actions can be found in MyPack by navigating to Main Menu > Employee Self Service > Payroll & Compensation.

4) Once you begin work, you will record your time using the KABA timekeeping system. Please refer to the KABA Guidelines for information regarding access to and use of KABA.

Questions? Contact the DELTA Business Office at delta-business-office@ncsu.edu or X5-4362