

## A message from NC State University Payroll Department

### Welcome! Here are the two (2) things you need to do as a new employee to ensure the smooth processing of your paycheck

1) Set up your direct deposit. As a condition of employment, all individuals paid through the NC State University Human Resources System **must** participate in the Direct Deposit Program. To enroll in the Direct Deposit Program simply follow these easy steps:

- Go to the NCSU homepage ([www.ncsu.edu](http://www.ncsu.edu))
- At the very top of the homepage, there is a link to "MyPack Portal"
- Log into the MyPack Portal, using your Unity ID\* and password\*\*[instructions below]
- Click on "Employee Self Service"
- "Direct Deposit Enroll/Update" is located in the column titled "Payroll and Compensation" on the "Employee Self Service" page
- Enter your banking information here, being careful to enter the numbers correctly. An error will result in a delay in you receiving your paycheck.

2) File your withholding tax forms on line. The default tax setting for all new employees is marital status = single with zero personal allowances claimed. If you wish to claim something other than "Single, Zero", you need to complete a new W-4 and/or NC-4 form. To file new forms on line, simply follow these steps:

- While still in the "Payroll and Compensation" section on the "Employee Self Service" tab of the MyPack Portal:
- Select the "NC4/W4 Tax Application"
- From this page, you can view your current Federal and State Income Tax withholding status, make changes to one or both, and submit them electronically
- You can even print out a copy of what you submitted

#### **\* Unity ID and \*\* Password**

\* Your Unity ID is usually the first initial of your first name, the first initial of your middle name and the first six letters of your last name, all in lowercase. If your last name has less than six letters use your full last name. John B Smith would be jbsmith.

\*\*Your start up password is the last four digits of your nine digit employee ID number followed by the two digit month and two digit day of your birthday. You will be instructed to change your password the first time you log in.

If you have problems logging into the MyPack Portal, please contact the NC State Help Desk at 515-4357.

For further information on Employee Self Service, a list of paydays, and other helpful information please visit the University Payroll website: [www.ncsu.edu/hr/payroll/](http://www.ncsu.edu/hr/payroll/)