

MyPack Portal Information Sheet

Welcome to the NC State University College of Veterinary Medicine!

Employee Self Service:

WolfTime – <https://wolftime.hr.ncsu.edu/>

Web clock – where you clock in/out for time worked

Please note that hospital staff will use the WolfTime Wall Clocks located throughout the hospital.

Weekly Time Summary – where you look to verify you have worked your standard hours each week

Request Absence, Cancel Absence, View Requests, Absence Balances, Comp Time & Paid `Parental Leave – all absence system related items.

Absence Review & Certify – done annually to verify leave has been entered for previous calendar year.

Personal Details –

Various personal information that can be updated at any time, except for name change, that must be done at University HR once an updated social security card has been received.

ISA Form – Information Security Acknowledgement form – all employees must be read and sign.

Patent Agreement – must be completed by all Research related employees

Payroll and Compensation –

Direct Deposit initial enrollment – any changes will require a visit to the Payroll Office for security reasons.

Various other payroll items located here as well – W2's, fax forms, compensation history, and parking permit.

Employment/Income Verification – NCSU uses the “work number” – employer code – 13063. Employees will need to set the permissions here for vendors, loan institutions, etc to access for employment & income verifications.

Pay Check –

View paystubs here, as well as history of paystubs

Benefit Details –

View your current benefit summary

Enroll in Benefits – must be done within first 30 days of employment

Changes only made at Open Enrollment time or if a life changing event occurs.