*This checklist is designed to assist managers and Human Resource Facilitators as they orient new employees to the University of North Carolina at Chapel Hill. It serves a structure for communicating relevant University and department-specific policies, administrative procedures, position responsibilities and expectations and other essential information. A copy of this document should be maintained in the employee’s personnel file.*

Employee’s Name: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criminal Background Check: 🗌**

**I-9 (Employment Eligibility Verification & Supporting Documents): 🖵**

**Check each as appropriate. ☑ = Task Completed N/A = Not Applicable**

|  |
| --- |
| **Department/Human Resources** |
| 🖵 Confirm acceptance of offer and start date  **☑** Confirm receipt of Conditions of Employment (AP2a), signed Appointment/Contract Letter, and Recommendation for EPA Personnel Action (AP2)  **☑** Ensure that Credentials Verification is complete as part of background check  🖵 Campus Directory (Confirm that employee’s name, title and campus address)  🖵 Department Phone List (update)  🖵 Department, Building and Campus Tour  **☑** Direct Deposit Forms & Paycheck Access Information. Direct Deposit forms may be accessed from the Payroll Services  Web site @http://finance.unc.edu/university-controller/payroll-services/welcome.html  🖵 Emergency procedures and emergency contacts  🖵 Link to/Copy of Campus Map and Disability Access  🖵 Mailbox  🖵 Office/Department Policies & Procedures  🖵 Parking Permit (if applicable) or provide Park and Ride options or transportation alternatives  🖵 Supplies/Equipment Assignment  **☑** Tax Forms (W-4 and NC-4)  🖵 Provide information on how postdocs track/account for leave taken |
| **Training** |
| 🖵 HIPAA Training (if required) <http://www.med.unc.edu/security/hipaa-train>  🖵 Environmental Health & Safety Training http://ehs.unc.edu/training/  🖵 Equal Opportunity/ADA Office Training – Preventing Employment Discrimination & Preventing Sexual Harassment.  Online @ <http://equalopportunity-ada.unc.edu/equal-opportunity-training/index.htm>  🖵 Research Training *(See Note 1 below)* |
| **Security** |
| 🖵 UNC One Card *(See Note 4 below)*  🖵 ID Badge and/or Bldg. Access Card/Information/Keys   * Copier Card/Code (if applicable)   🖵 Travel and reimbursement policy and  🖵 Systems/Computer/User access forms and approvals  🖵 Discuss University’s personal use policy: <http://www.unc.edu/chan/policies/personal_use.html>  🖵 Discuss University’s policy on the Privacy of Electronic Information: <http://www.unc.edu/campus/policies/elec_info.html>  🖵 Direct employee to the Basic Security Checklist for steps to protect computers and personal information:  [http://its.unc.edu/InfoSecurity/basicsecuritychecklist/index.htm](http://its.unc.edu/InfoSecurity/basicsecuritychecklist/index.htm%20)  🖵 Listserv(s); File servers  🖵 Overview of policies and procedures, including confidentiality and privacy issues  🖵 Provide information on the department/university’s records retention and disposition schedule  🖵 Obtain signed confidentiality statement, if applicable |
| **Recommended Actions** |
| 🖵 Arrange for yourself or a work partner to have coffee/lunch with new employee  🖵 Arrange introduction to other employees during the first week  🖵 Review department’s organizational chart and explain its relationship to campus  🖵 Review position duties/responsibilities and expectations  🖵 Schedule time to meet to go over Postdoc’s IDP |
| **Campus Contacts** |
| |  |  | | --- | --- | | Campus Security | 919-962-3951 <http://www.dps.unc.edu/> | | Environmental Health & Safety | 919-962-5507 <http://ehs.unc.edu/> | | ISSS | 919-962-5661 <http://iosss.unc.edu> | | ITS Helpdesk | 919-962-4357 <http://help.unc.edu/index.htm> | | Benefits  Payroll | 919-962-3071 <http://hr.unc.edu/benefits>  919-962-0046 <http://finance.unc.edu/controller/payroll-services/> | |  |  | |
| **Other** |
| 🖵 ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🖵 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🖵 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Note(s):***

*1)* Direct the employee to the University’s research web site <http://research.unc.edu/services/index.php> or have them contact the Office of Human Research Ethics (IRB) at 919-962-1344 or the university’s Research Compliance Office at 919-962-0338 for information on training requirements for research involving human subjects.

2) All persons applying for a UNC One Card must come to the UNC One Card Office in person and present proper identification (Driver’s License, State ID, Military ID, or Passport) and have been issued a PID# for card issuance. The UNC One Card Office is located on the lower level of Daniels Student Stores.