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TO: DOA New Employee

FROM: Human Resources Management Office

Welcome to the North Carolina Department of Administration!

Attached, please find some general information for you to review.

Please coordinate with your Division HR Contact to complete the following forms upon receipt:

- Personnel Profile Update form
- NC DOA Employee Emergency Notification form
- Form I-9 (Employment Eligibility Verification)
- Form W-4 (Federal Tax Form)
- Form NC-4 EZ (State Tax Form)
- Direct Deposit Enrollment Form
- Employee Certification of Aggregate Service form (Prior Service form)
- State Employee Parking Request

Also included in this package is some preliminary benefit information regarding our State Health Plan and NC Flex benefits for your review. These benefits (and others) will be covered during your New Employee Orientation, but we want to give you some information now so that you have ample time to review your choices.

Please Note: If you are interested in the State Health Plan or any NC Flex benefits, you will need to enroll in them within 30 days of your hire date.

Once you have registered for a NCID, you will be able to enroll in these benefits on-line through the Employee Self-Service (ESS) portal. Please see your Division HR Contact to proceed in getting you set up with a NCID (you will need an NCID in order to access the BEACON system Employee Self-Service (ESS) portal.

If you have any questions before your scheduled New Employee Orientation regarding benefits, see your Division HR Contact or you may contact the DOA Health Benefits Specialist in the Office directly at 919-807-2481.

Please see your Division HR Contact to find out the date of your scheduled New Employee Orientation and Policy Training Session.

Also included with this package is a Benefits Information Sheet which has the websites for the State Health Plan and the NC Flex program for your further review.

Additional Information:

ON-LINE E-MAIL TRAINING (effective as of October 2009)

If you are a new employee to the North Carolina Department of Administration and are assigned a work computer (and work e-mail address), you will need to complete the On-Line E-Mail Tutorial.

You will need to meet with your supervisor to establish a time during your work day in which you can spend approximately 60 minutes completing this On-Line E-Mail Tutorial training.

The On-Line E-Mail Tutorial can be accessed at:

http://www.history.ncdcr.gov/SHRAB/ar/tutorials/tutorial_email_20120501/index.html

As an employee to the North Carolina Department of Administration you are required to complete this tutorial within 30 days of your hire date.

You will need to meet with your supervisor to establish a time during your work day in which you can spend approximately 60 minutes completing this On-Line E-Mail Tutorial.

At the end of the tutorial, you will be able to print out a Certificate of Completion.

When the computer asks you to type in your name, please remember to type in both your name and the Division you work at (i.e. "John Smith, State Construction").

We are requiring that you complete this On-Line E-Mail Tutorial prior to your attending the New Employee Orientation session. Bring a copy of the certificate of completion to the New Employee Orientation and give it to your Training Manager.

If, for whatever reason, you cannot complete the on-line training by the time you attend the New Employee Orientation session, please provide your Division HR Contact with a copy of the Certificate (keep a copy for your own records).

Your HR Contact will forward your Certificate to the Human Resources Management Office in order for the Certificate to be processed.

The Certificate will then become part of your training history and will be put into your personnel file.

New Employee Orientation

As stated before, your Division HR Contact has the dates, times and location of your New Employee Orientation session and Policy Training session. Please see your HR Contact to get these dates and times.

Again, it is imperative if you are a new employee, you will need to sign up for your benefits within 30 days of your hire date!

NEW- Employee On-Boarding Checklist

Your HR Contact has been given a "New Employee On-Boarding Checklist" form. This form will be completed by your supervisor at Day 1, Week 1 and Month 1 intervals. You should be aware of this On-Boarding Checklist form so that you know that the Agency, your Division, and your Supervisor wish that you become as oriented as possible to your new position and duties.

Again, welcome to the NC Department of Administration!