

NC DEPARTMENT OF ADMINISTRATION
New Hire Package / Personnel Contact Information Sheet

TO: Personnel Contact: _____ **Division:** _____

RE: New Hire Package for: _____

Scheduled Orientation Day/Date of: _____ / _____ / _____ **8:30am-@12:30pm**

From: Human Resources Management Office

Attached, please find the following "Phase II" information for your Division New Employee ("New Hire" or "Transfer from another Agency").

- 1) Cover letter to New Hire employee
- 2) Job Offer/Acceptance Letter for new employee
- 3) Form I-9 (Employment Eligibility Verification Form) – *pink paper*
- 4) Federal W-4 Tax Form & separate State NC-4 Tax Form – *both on green paper*
- 5) Mandatory Direct Deposit Notification form
- 6) OSC Direct Deposit Enrollment and Change Form
- 7) DOA Prior Service Form
- 8) DOA Educational Credentials Reminder Sheet
- 9) Benefits Information Page – *blue paper*
- 10) NC State Health Plan Benefit Summary, Comparison Page, Monthly Contribution Rate sheet, NC Flex Contacts sheet & State Health Plan Benefits Employee Self Service (ESS) Enrollment Guide

When you receive this package, you should contact the New Hire employee and let him/her know that you have some paperwork that needs to be filled out. Try to get the New Hire to come in to your office before his/her start date if at all possible to get this information filled out (though this information can be filled out on the new employees first day of work if need be!). *We do not recommend mailing this information directly to your new hire. If the new hire needs a copy of the Job Offer/Acceptance letter before putting in their notice at their current employer- we can mail or fax them a copy if requested.*

Remind the new employee to bring in two forms of identification with which to satisfy the requirements of the I-9 form (suggest that they bring in their Drivers License and Social Security card- or their US Passport!).

When the employee comes in, have him/her:

- Review their Job Offer/Acceptance Letter and then sign and date it on the back if correct.
- Complete the W-4 Tax Form & the NC-4 Tax Form
- Complete the Prior Service Form
- Review and sign the Mandatory Direct Deposit Notification Form
- Complete the Direct Deposit Enrollment form, and obtain and attach a voided check from the new hire.
- Complete their section of the I-9 form, obtain the original identification documentation forms and make copies of them.

* You will then complete your section of the I-9 form and staple the copied documentation to the back.

Give the new hire copies of any of these forms they wish to keep for their personal records.

Return these completed forms to the HRM Office, preferably sent together as one package, within 3 days of hire.

Note: I-9 form must be received in at the HRM office within 3 days of new employees hire date

The other forms in this package (Health Benefits Information & Educational Credential Reminder sheet) are for the new DOA employee to keep and study until they attend their scheduled New Hire Orientation.

Remember, it is the Division's responsibility to contact ITS as soon as possible (preferably before the start date of the new employee) in order to get your new employee signed up for an Department e-mail account (if applicable). The Division PC should contact Susan Pait in DOA/HRM to get the new employee set up with a NCID (employees no longer "register" themselves). An NCID will be needed by the new employee so that he/she can access the Employee Self-Service (ESS) portal in order to enroll in benefits. Please encourage new employee to enroll in his/her benefits online through BEACON (ESS).

See back of this page for important information regarding E-Mail Policies and Training

Please remember to inform the new employee that you are their Division Personnel Contact!

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

It your new employee is going to be using a work computer, and is being assigned a DOA E-Mail address), they will need to complete the On-Line E-Mail Tutorial. The Tutorial can be accessed at the following website:

http://www.records.ncdcr.gov/tutorial_email_20090910/index.html

As the Division Personnel Contact, you will want to coordinate with the new employees supervisor to set aside time from the employees work day to complete this On-Line E-Mail Tutorial. You will also want to obtain access to a computer that the employee can use, if the employee is not assigned a dedicated computer.

This tutorial takes about 45-60 minutes and needs to be completed by the New Employee within 30 days of employment.

At the end of the tutorial, the employee will be able to print out a Certificate of Completion. He/She will need to type in their name for the Certificate with their name and division (i.e. "*John Smith, MSC*").

We request that the new employee complete this On-Line E-Mail Tutorial prior to attending the New Employee Orientation session. The employee should bring a copy of their certificate of completion to Orientation and submit it to the Training Manager. This certificate will become a part of the employee's personnel file.

If, for whatever reason, the new employee cannot complete the On-Line E-Mail Tutorial by the time of their scheduled orientation session, the employee should supply you (the Division PC) with a copy of this certificate for you to submit to HRM for processing.