



Kathryn Johnston
Secretary

Connie B. Cook
Director

New Hire Package / HR Contact Information Sheet

Please discuss the following “Phase II” information with your New Employee on their first day:

- 1) Cover letter to New Hire employee
- 2) Employee On-Boarding Checklist
- 3) Personnel Profile Update form
- 4) Employee Emergency Notification form
- 5) Form I-9 (Employment Eligibility Verification)
- 6) Form W-4 (Federal Tax Form)
- 7) Form NC-4 EZ (State Tax Form)
- 8) OSC Direct Deposit Enrollment
- 9) Employee Certification of Aggregate Service form (i.e. Prior Service form)
- 10) Education Verification Form
- 11) Benefits Information Page
- 12) State Health Plan Rate Sheets
- 13) State Employee Parking Request

PLEASE NOTE: PHASE II PAPERWORK MUST BE COMPLETED ON EMPLOYEE’S FIRST DAY OF WORK

You may give the employee copies of any documents to keep for their personal records. Return the completed documents to HR on the employee’s first day of work.

Documentation Requirements

It is the responsibility of the HR Contact to make sure that all forms are completed correctly by the employee before submitting to HR. Also, please include a copy of the documents presented for the I-9 form with the paperwork.

The HR Contact should also provide HRM with the work phone number that the employee wishes to have listed on the NC Government homepage Employee Directory. That information can be provided on the Direct Deposit form or via e-mail or note to HRM.

If a department e-mail account is needed, the division needs to contact Information Technology Services (ITS) prior to your new employee’s first day.

Employee On-Boarding Checklist

The DOA Employee On-Boarding Checklist is used as a reference to ensure all onboarding tasks are completed before the employee arrived and as a discussion tool between the supervisor and the employee during the first 30 days of employment.

ON-LINE E-MAIL TRAINING

If your new employee is going to be using a work computer, they will need to complete the On-Line E-Mail Tutorial which can be accessed at the following website:

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

This tutorial takes about 45-60 minutes and needs to be completed by the new employee on the first day of employment. Please have the employee print the Certificate of Completion at the end of the tutorial and submit the certificate to HR.