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Department of Administration
Phase II Paperwork Checklist (for HR Contacts)

Human Resources Management
1322 Mail Service Center
Raleigh, NC 27699-1322

The following Phase II paperwork items should be completed by the new employee on 1st day of work (if not before) and submitted to HR within 2 days of hire date:

Employee Name: _____

Division: _____ Start Date: ____/____/____

	ITEM	Completed and Ready to send to HR (✓)
1	Copy of signed offer letter received from HR	
2	Completed I-9 form with attachments	
3	Completed NC-4 Tax Form	
4	Completed W-4 Tax Form	
5	Completed Direct Deposit Enrollment form and attached check	
6	Completed Personnel Profile Update form	
7	Completed DOA Employee Emergency Notification form	
8	Completed Prior Service form	

Notes:

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