NEW EMPLOYEE ORIENTATION CHECKLIST | FOR NEW PERMANENT UNC – CHAPEL HILL EMPLOYEES

*This checklist is designed to assist new employees as they become oriented at the University of North Carolina at Chapel Hill. It serves as a tool for communicating relevant University and department-specific policies, administrative procedures, position responsibilities and expectations and other essential information.*

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| Employee’s Name |  | PID Number |  |
| Department Name |  | | |
| Title |  | | |
| Position # |  | Hire Date |  |
| Supervisor |  | | |
| HR Contact (Name and Email) |  | Benefits Contact | benefits@unc.edu |

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| **Check ☑ When Each Task is Completed** |
| **Before You Begin Work** |
| 🖵 Receive Appointment/Contract letter (job offer) |
| 🖵 Confirm acceptance of offer, start date, orientation location and start time.  Note: It is recommended that you arrive at least 20 minutes prior to orientation to ensure on-time arrival.   If you are more than 30 minutes late, you will be scheduled for the next available session. |
| 🖵 If you are a visiting student or scholar, refer to the following information regarding work authorizations:   <https://web.archive.org/web/20140222220154/oisss.unc.edu/students/newstudents/prearrive.html> and report to International Student and Scholar Services (ISSS) to confirm work eligibility:  International Student and Scholar Services  Room 2004, FedEx Global Education Center Telephone: 919-962-5661  301 Pittsboro Street Facsimile: 919-962-4282  University of North Carolina at Chapel Hill Email: oisss@unc.edu  Chapel Hill, NC |
| **Your First Day of Employment** |
| 🖵 Attend “Welcome to Carolina Blue” New Employee Orientation from 8:30 a.m.-1 p.m. |
| 🖵 Complete New Employee forms and documentation at Orientation.  **If you work outside of the state of North Carolina please reach out to:**  Stephanie May  Multi State Accountant  [multistatetax@unc.edu](mailto:multistatetax@unc.edu) |
| 🖵 Identify date your insurance elections are due: |
| 🖵 Identify date your retirement elections are due: |

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| 🖵 Identify the name of your assigned benefits consultant through new.unc.edu |
| 🖵 Read all employee policies at new.unc.edu |
| 🖵 Report to your work site/ set up zoom meeting with your supervisor |
| 🖵 Meet other staff members |
| 🖵 Tour the building and immediate work area with supervisor (if on site) |
| 🖵 Set up your email account |
| 🖵 Receive keys and other required equipment |
| 🖵 Review the department's organizational chart and its relationship to campus |
| 🖵 Sign a non-disclosure, non-compete or other agreement relevant to appointment (if applicable) |
| 🖵 Meet with your departmental Human Resources Representative to:   |  |  | | --- | --- | | * Review department policies and procedures * Learn about leave reporting in the Time Information  Management (TIM) system | * Obtain Onyen * Obtain Parking Permit (if appropriate) * Review break/vacation/sick/personal leave  policies | |
| 🖵 Review your office's policies and procedures including:   |  |  | | --- | --- | | * Work schedule * Telephone, e-mail, and Internet use * Office organization (files, supplies, etc.) * Office resources (directories, dictionaries, style manuals, computer program manuals, staff listing, etc.) * Mail drop | * Process for requesting time off * Staff meetings * Customer service philosophy * Emergency procedures and  management contacts * Office standards and procedures | |
| **Your First Week/Month/Year of Employment** |
| 🖵 Review the Milestones page at new.unc.edu and complete all steps. |