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 ServicesRoom 2004, FedEx Global Education Center Telephone: 919-962-5661301 Pittsboro Street Facsimile: 919-962-4282University of North Carolina at Chapel Hill Email: oisss@unc.eduChapel 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 MayMulti State Accountantmultistatetax@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:

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| * 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
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| 🖵 Review your office's policies and procedures including:

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| * 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
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| **Your First Week/Month/Year of Employment** |
| 🖵 Review the Milestones page at new.unc.edu and complete all steps.  |