Manager/Supervisor: New Employee Checklist

Employee Name: _____ Date of Hire: _____

Forms **1.** Turn into HR as soon as possible after acceptance of the employment offer: • New Hire Employment Information Form (108) • W-4 • NC-4 • I-9 • Direct Deposit	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes
2. For a contract employee or a temp from an agency, follow the policies and procedures outlined on the GA server (U Drive/Public/Forms/Purchasing folder).	☐ Yes
Introductions **3**. Introduce the newcomer (handshake, tour, email message of introduction)	☐ Yes
Office and Equipment Set-up **4**. Check whether the newcomer's office has been set up adequately (computer, furniture, name placard, etc.) *If needed submit a request to IR well before the newcomer's arrival for a computer and any associated hardware (962-4357 or http://help.unc.edu/helpdesk)* **5.** Submit an "Account Authorization Form" for the newcomer to Doug Taber in IR for access to Email, Novell File Server, Meeting Maker, etc. Form is located on the Public share under Forms\Information Resources (P:\Forms\Information Resources\account_form.doc) **6.** Check with Doug Taber to be sure the newcomer's email address is included in the appropriate "allga" and/or "gabuilding" distribution list. (962-5316 or drtaber@northcarolina.edu) **7.** Request phone service for newcomer (Priscilla Smothers, 843-5164) (http://www.intranet.northcarolina.edu/docs/hr/hr_fac/Phone_Service_Request_Form.doc) **8.** Arrange an appropriate mail bin for the newcomer (Services) **9.** Arrange for appropriate charge cards for telephone and travel (Purchasing)	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes