

## Manager/Supervisor: New Employee Checklist

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

<p><b><u>Forms</u></b></p> <p>1. Turn into HR as soon as possible after acceptance of the employment offer:</p> <ul style="list-style-type: none"> <li>• New Hire Employment Information Form (108)</li> <li>• W-4</li> <li>• NC-4</li> <li>• I-9</li> <li>• Direct Deposit</li> </ul>	<p style="text-align: right;"><input type="checkbox"/> Yes</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p>
<p>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).</p>	<p style="text-align: right;"><input type="checkbox"/> Yes</p>
<p><b><u>Introductions</u></b></p> <p>3. Introduce the newcomer (handshake, tour, email message of introduction)</p>	<p style="text-align: right;"><input type="checkbox"/> Yes</p>
<p><b><u>Office and Equipment Set-up</u></b></p> <p>4. Check whether the newcomer's office has been set up adequately (computer, furniture, name placard, etc.) <i>If needed submit a request to IR well before the newcomer's arrival for a computer and any associated hardware:</i>  <i>For employees at UNC GA: 962-5282 or <a href="mailto:barnett@northcarolina.edu">barnett@northcarolina.edu</a></i>  <i>For employees at UNC TV: 549-7268 or <a href="mailto:kstahl@unctv.org">kstahl@unctv.org</a></i>  <i>For employees at NCSEAA: 248-4672 or <a href="mailto:sgrubb@ncseaa.edu">sgrubb@ncseaa.edu</a></i>  <i>For employees at CSLD: 843-4114 or <a href="mailto:mooseeds@northcarolina.edu">mooseeds@northcarolina.edu</a></i></p> <p>5. Submit an "Account Authorization Form" for the newcomer to Doug Taber in IR for access to Active Directory/Email, Meeting Maker, etc. Form is located on the <b>Public</b> share under Forms\Information Resources (P:\Forms\Information Resources\account_form.doc)</p> <p>6. Request phone service for newcomer (Priscilla Smothers, 843-5164)</p> <p>7. Arrange an appropriate mail bin for the newcomer (Facilities - 843-3227 or 962-4561)</p> <p>8. Arrange for appropriate charge cards for telephone and travel (Purchasing – Priscilla Smothers, 843-5164)</p>	<p style="text-align: right;"><input type="checkbox"/> Yes</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p>