



## New Employee Checklist

*Print this form and use as a resource/guide during your first few days of employment at UNC Charlotte.*

On your first day of employment, please visit the following offices:

### Human Resources, King Building, Room 222 (#11 on Campus Map)

Prior to your visit, please complete and print all required employment documents for submission to the Human Resources department.

	USCIS Form I-9 (Employment Eligibility Verification)
	W-4 (Federal Tax Withholdings)
	NC-4 (State of NC Tax Withholdings)

In addition to printing and completing the forms above, be sure to bring:

	All forms of ID necessary to establish identity and employment authorization as required by Form I-9 (One document from List A, or one each from List B and List C – see Page 3 of I-9)
	Your <b>original</b> Social Security Card, or official proof of application for a Social Security Card, to assure accurate payroll tax and retirement reporting.

In the Human Resources office, you will receive:

	Invitation to the classroom portion of New Employee Orientation
	Authorization to receive UNC Charlotte Faculty/Staff ID card and Parking Privileges

### Benefits Office, King Building, Room 225 & 226

	Receive your Benefits packet (contains a variety of insurance & retirement system options and enrollment forms)
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### ID Office, Student Union, Room 127 (#69 on Campus Map)

	Present ID authorization document and have photo taken for Faculty/Staff ID card
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### Parking Services Office, Parking Services Building (#23 on Campus Map)

To park on campus, employees must pay an annual cost. Visit the Parking Services website for current parking prices: <http://www.parking.uncc.edu>

	Present Parking authorization document
	Provide automobile license tag number, year, and model of vehicle and complete payment arrangements ( <i>payroll deduction, check, cash, credit card</i> )

### Items to Discuss With Your Supervisor

	Work Hours		Access to building / office, etc.
	Supervisor Contact Information (telephone, email)		Access to voicemail and email
	Performance Management Work Plan		Office Dress Code