



New Employee Checklist

	<p>To prepare for your first day of work, please complete the following actions. Print this checklist and use it to guide your first day of employment at UNC Charlotte.</p>
	<p>1. Access your New Employee Forms (Electronic I9 and New Faculty & Staff Forms) here: https://hr.uncc.edu/recruitment-and-hiring/new-employee-forms You may either complete it online or in your own handwriting. Print the forms and bring them to King Building, Room 222 on your first day of work.</p>
	<p>2. Complete the online I9 form here: https://www.perfectcompliance.com/4DCGI/WEB_Menu/1457480991/9004/372/c06lu5v6yco47spw/4DWPG_0520-924424245</p> <p>3. Visit https://www.uscis.gov/i-9 and gather all forms of approved identification to establish your identity for employment authorization (one document from List A, or one each from List B and List C as required by). Bring them to King Building, Room 222 on your first day of work.</p>
	<p>4. Unfortunately, parking on campus is not free. Visit the Parking Services website to review your options here: http://pats.uncc.edu/ and gather the information you'll need to buy a parking permit on your first day of work.</p>
	<p>5. Preview your benefits options here: http://old.northcarolina.edu/hr/ga/neo/index.html</p>
	<p>6. Visit the interactive, online campus map here: https://maps.uncc.edu/#/?nav=Pblids&ctr=35.30809,-80.73270000000002&z=17 to help you find your way around.</p>

	<p>On your first day of work, visit Human Resources, King Building, Room 222 and complete the following actions in order.</p>
	<p>7. Present all forms of ID necessary (from number 3 above) to establish identity for employment authorization required for I9 verification.</p>
	<p>8. Present your completed New Hire Packet.</p>
	<p>9. Pick up your New Employee Orientation Agenda and session date from the Receptionist.</p>
	<p>10. If you would like a Benefits Packet containing a variety of insurance & retirement system information, visit the Benefits Office in room 207.</p>
	<p>11. Visit Auxiliary Services and present the Authorization for Faculty/Staff ID & Parking Privileges form to have your employee ID card made.</p>
	<p>12. Visit Parking Services and present the Authorization for Faculty/Staff ID & Parking Privileges form to purchase your parking permit.</p>