# New Employee Checklist

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.

1. Access your New Employee Forms (Electronic I9 and New Faculty & Staff Forms) here: [https://hr.uncc.edu/recruitment-and-hiring/new-employee-forms](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.

2. Complete the online I9 form here: [https://www.perfectcompliance.com/4DCGI/WEB_Menu/1457480991/9004/372/c06lu5v6yco47spw/4DWPG_0520-924424245](https://www.perfectcompliance.com/4DCGI/WEB_Menu/1457480991/9004/372/c06lu5v6yco47spw/4DWPG_0520-924424245)

3. Visit [https://www.uscis.gov/i-9](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.

4. Unfortunately, parking on campus is not free. Visit the Parking Services website to review your options here: [http://pats.uncc.edu/](http://pats.uncc.edu/) and gather the information you’ll need to buy a parking permit on your first day of work.

5. Preview your benefits options here: [http://old.northcarolina.edu/hr.ga.neo/index.html](http://old.northcarolina.edu/hr.ga.neo/index.html)

6. Visit the interactive, online campus map here: [https://maps.uncc.edu/#/?nav=Pblds&ctr=35.30809,-80.732700000002&z=17](https://maps.uncc.edu/#/?nav=Pblds&ctr=35.30809,-80.732700000002&z=17) to help you find your way around.

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On your first day of work, visit Human Resources, King Building, Room 222 and complete the following actions in order.

7. Present all forms of ID necessary (from number 3 above) to establish identity for employment authorization required for I9 verification.


9. Pick up your New Employee Orientation Agenda and session date from the Receptionist.

10. If you would like a Benefits Packet containing a variety of insurance & retirement system information, visit the Benefits Office in room 207.

11. Visit Auxiliary Services and present the Authorization for Faculty/Staff ID & Parking Privileges form to have your employee ID card made.

12. Visit Parking Services and present the Authorization for Faculty/Staff ID & Parking Privileges form to purchase your parking permit.