

FIRST DAY OF EMPLOYMENT AT UNCC / Office Set-Up

WELCOME TO UNC-CHARLOTTE & the COLLEGE of ARTS and ARCHITECTURE!

Please read this document thoroughly **WELL BEFORE** arriving on campus as a new employee. Several types of records and identification are listed as documents that you will need to present on your first working day. It is quicker, and easier, to complete these steps before students begin to arrive for any new semester or academic year.

There are several departments on campus you are required to visit on your first day as a new employee. Listed below is each campus office, the order in which to proceed from one to the next, and the records or materials you will need to bring from home to complete paperwork. It is helpful to ask for directions to the next office as you proceed. You may also want to secure or print out a campus map before you begin. Depending upon the number of faculty, staff, and students arriving on campus any given term, this process could take 1.5 to 3 hours. Comfortable clothes and shoes are recommended.

1) Human Resources -- Main Office, King Building, 2nd Floor, Room 222.

See Brian Mahalyk, Employment Assistant.

Bring Direct Deposit Banking Slip – Be sure the deposit slip you bring is for the bank account in which you want your payroll deposited (checking/savings).

Bring I-9 Verification Materials -- Two forms of ID are needed (i.e. original Social Security card, Photo ID/driver's license). You will be issued a palm-sized I-9 Verification card. From this point forward, show your I-9 Verification card at each office because it lists your new UNCC ID "800" number on it. The "800" number takes the place of your personal social security number and it is used to gain access to campus-wide services and activities. When you complete all visits and paperwork you must go to the College of Arts + Architecture office (Storrs 101) and turn your I-9 verification card in to the Business Manager who will attach it to your employment file. You must secure this card by your third day of employment or your first pay/payroll will not be disbursed.

Bring your banking checkbook or debit card to eventually pay for a parking permit. You may also opt for payroll deduction.

2) Human Resources -- Benefits Offices, King Building, 2nd Floor.

See Joy Finney, Room 226 or Gina Ewart, Room 225.

You will be given a portfolio of Benefits material to read. To register for benefits you will go on-line to the appropriate vendor's website depending upon the general coverage and optional coverage you choose. You are required to register for benefits within 30 days of your first day of employment. As you are ready to leave King, ask for directions to the newly-opened Student Union Building...this is where you will get your new photo ID (49-er Card).

3) UNCC 49-er Card and Photo ID Office, New Student Union, First Floor.

(In Summer 2009 a new Student Union building opened and the 49-er ID office moved to its new location just past the Book Store inside).

As a Faculty or Staff member, the 49er ID Card proves that you are a

member of the campus community and are entitled to certain services. It is required to check out materials from the Atkins Library. If you purchase a membership to the Student Activities Center, it is required to utilize the facilities. The 49er ID Card is required to obtain access to some buildings, classrooms, and labs. When an Optional Dining Account is added to it, it becomes an important tool that allows you to pay for meals in the campus dining. When a 49er Account is added, you may make purchases from vending machines, the Copy Center, Mail Services, Parking Services, and the Bookstore. It is the required payment for personal copies and printing on campus.

4) Secure Parking Tag/Registration, Parking Services Building.

(Walk up the hill along Craver Road to the Facilities/Operations Building...the other side of this small building houses Parking Services.)

Bring your car insurance records -- Proof of insurance and your agent's and agency's contact information is required documentation.

Bring the license plate numbers for ALL cars you anticipate needing to drive to work. If you/other family members exchange cars you will need the plate numbers for any vehicle involved. You may also need to consider purchasing a hanging tag so that you can easily move your permit tag between vehicles, otherwise you will be ticketed.

5) College of Arts + Architecture (Storrs 101), Submit your I-9 Verification Card, Dean's Office.

When you complete all 'first-day' departmental visits and the paperwork related to your hiring you must go to the College of Arts + Architecture office and submit your I-9 verification card in to the Business Manager who will attach it to your employment file. This is an important final step that completes your hiring process. You must have your I-9 verification card within the first three days of your first day of employment or your pay/payroll will not be authorized for disbursement.

Additional Office Set-Up Needs

Your Department's administrative assistant will lead the process for setting up your office; however, some actions may require that you talk first with your office administrator. Several of these actions can be completed in advance of your first day and some require that you have secured your new UNCC ID "800" number. You may want to touch base with your office administrator in advance of your "first day" to coordinate the completion of the following:

1) TELEPHONE.

Complete ITS Telecommunications *Intecom New Line Request Form* to order a new telephone. (Hopefully by Spring 2010 the CoAA will convert to the new CISCO system, if so, download this form, instead of the INTECOM form). If the office already has a telephone installed, email Telecommunications to change the display on the telephone and to empty out the voice mail messages. Go to the following website for the request form:

<http://www.telecommunications.uncc.edu/FacultyStaff/Forms.htm>
<<http://www.telecommunications.uncc.edu/FacultyStaff/Forms.htm>>

2) COMPUTER AND RELATED IT NEEDS.

Department administrators should contact the CoAA IT Director to request computer needs—faculty and staff members should not make these requests directly to the

CoAA IT Director. Any purchase of new equipment or software must be pre-authorized by the Department Chair/Director in coordination with the CoAA IT Director. All purchases are dependent upon available resources.

The COAA has its own college-wide “Shared Admin” system supporting document storage, sharing and collaborative work and workflow. New, FT employees (faculty and staff) should be added on a “role” basis as they are hired. Please confirm with the COAA Business Manager or COAA Dean’s Executive Assistant as to which user groups and folder systems the new employee will need access.

3) EMAIL ACCOUNT.

After the employee has secured his/her UNCC ID “800” number, the employee should complete the **Request Novel and Exchange Accounts** form and submit it to the Help Center to request a Novell and/or Exchange account. Go to the following website for the request form:

http://www.helpcenter.uncc.edu/Accounts/request_account.html
<http://www.helpcenter.uncc.edu/Accounts/request_account.html>

4) OFFICE KEYS and LENEL SWIPE-CARD ACCESS.

Standard door keys are ordered through your Department Administrator. Complete the Key Request Form (Website Location:

http://facilities.uncc.edu/MaintOps/key_services.asp
<http://facilities.uncc.edu/MaintOps/key_services.asp>) to order a new key for the new employee. Other forms available are: “Return a Key”, “Key Transfer” or “Problem with a Key”. Lenel door locks (doors that require your 49-er ID card to be swiped) have access control managed by the Department Administrator. Be sure to discuss which lenel swipe-card studios/classrooms/labs you will need to access.

5) EQUIPMENT AND SUPPLIES.

Order equipment, supplies, furniture, etc., for new hire (as budget allows). Most departments have standard stock office supplies on-hand. All purchases beyond standard stock should be pre-approved by the Department Chair/Director in coordination with the unit’s Business Services Coordinator. Major purchases requiring funds outside of unit allocations must be pre-authorized by the CoAA Dean in coordination with the CoAA Business Manager. The purchase of major equipment, supplies or furniture for any new employee is an exception. IT software, computers, printers, etc are addressed above, in Section 2, above.

6) BUSINESS CARD / PRINTING.

The new employee will need to know their phone extension and email address prior to the department administrator taking action to order business cards. The ordering of business cards must also be pre-authorized by the Department Chair/Director in coordination with the unit-level budget manager. All printing is ordered from Wallace Printing. They are located in the Auxiliary Services Building (Rm. 148), Ext. 7-3344.

The RICO Copy Center is located on the second floor of Atkins Building, Ext. 7-2054. Be sure to: a) use Wallace Printing Order Form; b) attach a sample of what is to be printed that has been reviewed for accuracy by the employee; c) keep a copy for your records; d) confirm Chair’s/Director’s approval; and, e) send by campus mail or deliver order form.

7) SPA ADMINISTRATIVE HIRE / STAPLES ACCOUNT SET-UP.

If you are an SPA (non-faculty) administrative assistant new-hire you might be designated as the office personnel responsible for ordering office supplies across your unit. If you are not a department administrative assistant or budget manager, you likely will not be setting up a Staples account for yourself. If you are a new department administrative assistant or budget manager you can set up the account by contacting *Receiving and Stores* via the UNCC website to request a "Staples set-up for a new SPA hire who will be ordering supplies " -- go to: <http://receiving.uncc.edu/Staples%20Account%20Setup.htm>

QUESTIONS? Please contact your Department's Administrative Assistant directly.