

New Employee Onboarding



Welcome! We are glad you're joining the UNC System, and we want to help make your onboarding experience a positive one. Read on for important steps you should take before your first day as well as what to do once you start.

PRE-BOARDING (BEFORE FIRST DAY):

- ☐ Review [onboarding website](#)
- ☐ Discuss onsite work schedule with supervisor
- ☐ Receive your Person Identification (PID) number and Onyen identification via email from HR
- ☐ Update your LinkedIn profile with your new job
- ☐ Watch for an email from our vendor, Guardian, with a link to complete Section 1 of your Form I-9 (federal employment authorization verification)
- ☐ Gather I-9 documentation to bring to work on first day ([see list of acceptable documents](#))

FIRST DAY:

- ☐ Meet with your supervisor and other staff
- ☐ Meet with HR to complete I-9 verification
- ☐ Meet with IT to receive your laptop and set up your email, authentication process, network access, phone line, etc.
- ☐ Receive building access card and test functionality
- ☐ Tour and familiarize yourself with building
- ☐ Activate Onyen and update password for access to ConnectCarolina
- ☐ Review [office organizational chart](#)

FIRST WEEK:

- ☐ Update your personal info and emergency contact in ConnectCarolina [[link](#)]
- ☐ Complete tax forms and direct deposit form on ConnectCarolina [[link](#)]
- ☐ Get access to necessary systems, websites, and listservs
- ☐ Review Time Information Management (TIM) manual [[link](#)]
- ☐ Review [System Office policies and procedures](#)
- ☐ Attend benefits orientation

FIRST MONTH:

- ☐ Make your benefits and retirement elections
- ☐ Attend New Employee Orientation
- ☐ Complete required compliance training
- ☐ Meet your new hire cohort
- ☐ Complete your performance management expectations and goals with supervisor (*within first 45 days*)