**NEW HIRE CHECKLIST**

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| **Item** | **Due Date** | **Location** | **Notes** |
| **I-9 Proof of Citizenship**  **Form**  **Mandatory**  The required fields on  the form are marked  with a red line | One day prior to  hire date | Neogov onboarding checklist | This form must be completed  within the **first 3 days** of your  hire date. You can complete  this form prior to or on your  hire date. If you attempt to  complete it on the second or  third day after your hire date  the form will lock, please  contact HR Connect at  [HRconnect@durhamnc.gov](mailto:HRconnect@durhamnc.gov) to unlock the form. |
| **Direct Deposit**  **Mandatory**  The required fields on  the form are marked  with a red line | One day prior to  hire date | Neogov onboarding checklist | If you miss the due date  deadline, please complete the form and attach a **voided check or letter from the bank** as soon as possible. The sooner you complete the direct deposit form, the  sooner we can set up your  direct deposit (usually begins  after 3 pay cycles). |
| **Benefits**  **Mandatory**  If you are enrolling in  the City of Durham  benefit plans | **No later than**  **5:00 pm** the day  following your  hire date | Neogov onboarding checklist Sign up via WorkTerra [**www.workterra.net**](http://www.workterra.net/)  Instructions can be found on **page 44** of the Benefits  Summary Guide | Coverage is effective the first  of the month following your  date of hire (i.e., hired on  December 18 – coverage  begins January 1)  Contact HR Connect at  919 560 4214 with questions |
| **Retirement Health**  **Savings Plan Form**  **Mandatory**  The required fields on  the form are marked  with a red line | One day prior to  hire date | Neogov onboarding checklist | An **automatic 2%** of your  paycheck will be deducted and deposited in this account for future healthcare costs (up to  $1000 for the Fiscal Year).  This is a required rather than  an optional benefit. |

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| **Item** | **Due Date** | **Location** | **Notes** |
| **W-4 Tax Form**  **Mandatory**  The required fields on  the form are marked  with a red line | One day prior to  hire date | Neogov onboarding checklist | If you miss the due date  deadline, please complete  the form as soon as possible. The sooner you complete the W-4 tax form, the sooner we can begin taking deductions  from your paycheck. |
| **NC-4 State Tax Form**  **Mandatory**  The required fields on  the form are marked  with a red line | One day prior to  hire date | Neogov onboarding checklist | If you miss the due date  deadline, please complete  the form as soon as possible. The sooner you complete the  NC-4 tax form, the sooner we can begin taking deductions from your paycheck. |
| **Dependent Benefits**  **Verification**  **Mandatory if you are**  **covering a spouse**  **and/or dependents on**  **your health insurance**  **Plan** | 30 days after your  date of hire  \*Note: Social  Security Card(s) are  required for all  dependent types | Required documentation can be found on page 46 of the Benefits Summary Guide  which can be accessed under Benefits Information on your onboarding page | Copies of the required  documentation can be  emailed to [HRconnect@durhamnc.gov](mailto:HRconnect@durhamnc.gov)  or dropped off in Human  Resources. |
| **Individual Notice of**  **Designation Form**  **Mandatory** | Due on the Friday  the week you  attend orientation | Neogov onboarding checklist | Bring form to your  supervisor; they will  complete it with you. Return  the completed form to  Human Resources no later  than the Friday of the week  you attended orientation. |
| **Complete the Health**  **Assessment**  **Mandatory** | Within 45 days of  your benefit  effective date | Log in directly by going to  [www.bcbsnc.com](http://www.bcbsnc.com/)  or the link to can be accessed under Benefits Information on your onboarding page | If you do not complete the  health assessment within **45**  days of your benefit effective date, your health insurance contributions will increase to the non-wellness rate. |
| **Item** | **Due Date** | **Location** | **Notes** |
| **Attend Diversity and**  **Inclusion training**  **Mandatory** | Within 60 days of  your date of hire | Sign up through the learning  management system (LMS) at  [https://durhamnc.csod.com](https://durhamnc.csod.com/) | Go to search for training and type in diversity; the  upcoming trainings will be  listed, click request and an  email will be sent to your  supervisor for approval. |
| **Attend Performance**  **Management Training**  **Mandatory** | Prior to your 6  month  probationary  review | Sign up through the learning  management system (LMS) at  https://durhamnc.csod.  com | Go to search for training and type in performance  management and the  upcoming trainings will be  listed click request and an  email will be sent to your  supervisor for approval. |

**Systems Passwords**

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| **System** | **Location** | **Username** | **Password** |
| Learning Management  System (LMS) | [www.durhamnc.csod.com](http://www.durhamnc.csod.com/) | Your employee  ID Number | P@ssword1 |
| Microsoft Outlook  Email Access from  your work computer  or mobile device | 1. Go to [www.durhamnc.gov](http://www.durhamnc.gov/) select Online Services; Select Internet Email (Employee Access) | Your full first  legal name  followed by the  first 2 letters of  your last name  i.e., If your  name is Mary  Jackson your  username  would be  Maryja | Password1  Please contact T.E.C.H.  Point for login issues  919.560.1085 or  [supportdesk@durhamnc.gov](mailto:supportdesk@durhamnc.gov) |
| Employee Self Service  (ESS) | Go to [www.durhamnc.gov](http://www.durhamnc.gov/)  Select Online Services, go to  Employee Self Service | First name  initial, full last  name and  employee ID  number  **(NO SPACES)**  i.e., If your  name is Mary  Jackson and  your employee  ID is 22111  your username  would be  Mjackson22111 | Last 4 digits of your  Social Security Number  (SSN) |
| CODI (City of Durham  Intranet)  For information on all  City wide and  department specific  information including:  policies, forms,  program information  and various resources | Default webpage on Intranet Explorer or  go to <http://codinet/Pages/Home.aspx> | N/A | N/A |

