**NEW HIRE CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Due Date** | **Location** | **Notes** |
| **I-9 Proof of Citizenship****Form****Mandatory**The required fields onthe form are markedwith a red line | One day prior tohire date | Neogov onboarding checklist | This form must be completedwithin the **first 3 days** of yourhire date. You can completethis form prior to or on yourhire date. If you attempt tocomplete it on the second orthird day after your hire datethe form will lock, pleasecontact HR Connect atHRconnect@durhamnc.gov to unlock the form. |
| **Direct Deposit****Mandatory**The required fields onthe form are markedwith a red line | One day prior tohire date | Neogov onboarding checklist | If you miss the due datedeadline, 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, thesooner we can set up yourdirect deposit (usually beginsafter 3 pay cycles). |
| **Benefits****Mandatory**If you are enrolling inthe City of Durhambenefit plans | **No later than****5:00 pm** the dayfollowing yourhire date | Neogov onboarding checklist Sign up via WorkTerra [**www.workterra.net**](http://www.workterra.net/)Instructions can be found on **page 44** of the BenefitsSummary Guide | Coverage is effective the firstof the month following yourdate of hire (i.e., hired onDecember 18 – coveragebegins January 1)Contact HR Connect at919 560 4214 with questions |
| **Retirement Health****Savings Plan Form****Mandatory**The required fields onthe form are markedwith a red line | One day prior tohire date | Neogov onboarding checklist | An **automatic 2%** of yourpaycheck will be deducted and deposited in this account for future healthcare costs (up to$1000 for the Fiscal Year).This is a required rather thanan optional benefit. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Due Date** | **Location** | **Notes** |
| **W-4 Tax Form****Mandatory**The required fields onthe form are markedwith a red line | One day prior tohire date | Neogov onboarding checklist | If you miss the due datedeadline, please completethe form as soon as possible. The sooner you complete the W-4 tax form, the sooner we can begin taking deductionsfrom your paycheck. |
| **NC-4 State Tax Form****Mandatory**The required fields onthe form are markedwith a red line | One day prior tohire date | Neogov onboarding checklist | If you miss the due datedeadline, please completethe form as soon as possible. The sooner you complete theNC-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 yourdate of hire\*Note: SocialSecurity Card(s) arerequired for alldependent types | Required documentation can be found on page 46 of the Benefits Summary Guidewhich can be accessed under Benefits Information on your onboarding page | Copies of the requireddocumentation can beemailed to HRconnect@durhamnc.govor dropped off in HumanResources. |
| **Individual Notice of****Designation Form****Mandatory** | Due on the Fridaythe week youattend orientation | Neogov onboarding checklist | Bring form to yoursupervisor; they willcomplete it with you. Returnthe completed form toHuman Resources no laterthan the Friday of the weekyou attended orientation. |
| **Complete the Health****Assessment****Mandatory** | Within 45 days ofyour benefiteffective 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 thehealth 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 ofyour date of hire | Sign up through the learningmanagement system (LMS) at[https://durhamnc.csod.com](https://durhamnc.csod.com/) | Go to search for training and type in diversity; theupcoming trainings will belisted, click request and anemail will be sent to yoursupervisor for approval. |
| **Attend Performance****Management Training****Mandatory** | Prior to your 6monthprobationaryreview | Sign up through the learningmanagement system (LMS) athttps://durhamnc.csod.com | Go to search for training and type in performancemanagement and theupcoming trainings will belisted click request and anemail will be sent to yoursupervisor for approval. |

**Systems Passwords**

|  |  |  |  |
| --- | --- | --- | --- |
| **System** | **Location** | **Username** | **Password** |
| Learning ManagementSystem (LMS) | [www.durhamnc.csod.com](http://www.durhamnc.csod.com/) | Your employeeID Number | P@ssword1 |
| Microsoft OutlookEmail Access fromyour work computeror mobile device | 1. Go to [www.durhamnc.gov](http://www.durhamnc.gov/) select Online Services; Select Internet Email (Employee Access) | Your full firstlegal namefollowed by thefirst 2 letters ofyour last namei.e., If yourname is MaryJackson yourusernamewould beMaryja | Password1Please contact T.E.C.H.Point for login issues919.560.1085 orsupportdesk@durhamnc.gov |
| Employee Self Service(ESS) | Go to [www.durhamnc.gov](http://www.durhamnc.gov/)Select Online Services, go toEmployee Self Service | First nameinitial, full lastname andemployee IDnumber**(NO SPACES)**i.e., If yourname is MaryJackson andyour employeeID is 22111your usernamewould beMjackson22111 | Last 4 digits of yourSocial Security Number(SSN) |
| CODI (City of DurhamIntranet)For information on allCity wide anddepartment specificinformation including:policies, forms,program informationand various resources | Default webpage on Intranet Explorer orgo to <http://codinet/Pages/Home.aspx> | N/A | N/A |

