

First Day of Employment at UNCC / Office Set-Up

WELCOME to UNC-Charlotte and The William States Lee College of Engineering!

Please read this document thoroughly 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.

Several actions require an “800” number before arriving on campus; phone set-up, computer login, email account and key request. Please contact your department’s administrative assistant to start this process.

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, 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 at any given term, this process could take 1.5 to 3 hours. Comfortable clothes and shoes are recommended. Visitor parking is available in Cone, East, Union, CRI 3 and CRI Decks until you obtain your parking permit. Here is the link to the campus map. http://facilities.uncc.edu/sites/facilities.uncc.edu/files/media/Maps/Uncc_Campus_Map.pdf

1. Human Resources – Main office, King Building, #11 on campus map, 2nd Floor, Room 222.
 - ✓ Form I-9 is done electronically before arriving on campus. <http://hr.uncc.edu/new-employee-procedure>.
 - ✓ W-4 and NC-4 can be completed and printed prior to your visit. Please bring with you to submit to Human Resources. <https://engr.uncc.edu/faculty-and-staff/administrative-resources/human-resources>.
 - ✓ Bring two forms of ID (i.e. original social security card, photo ID/driver’s license, passport). From this point forward, show your I-9 verification card at each office, because it lists your new UNCC ID “800” number. 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. Please give your business office a copy of your I-9 verification when you have completed all your visits. You may already have acquired your “800” number at this point.
 - ✓ Bring your banking checkbook or debit card to pay for a parking permit, or you may opt for payroll deduction.
 - ✓ You will receive a date for New Employee Orientation.
 - ✓ You will receive authorization for UNC Charlotte Faculty/Staff ID card and Parking Privileges.

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2. Human Resources – Benefits Offices, King Building, #11 on campus map, 2nd Floor, Rooms 225 & 226.
 - ✓ You will receive a benefits packet containing insurance and retirement system options and enrollment forms. You are required to register for benefits within 30 days of your first day of employment.
3. UNCC 49-er ID Card, Student Union, #69 on campus map, 1st Floor, Room 127.
 - ✓ Present ID authorization document and have photo taken for faculty/staff ID card.
 - ✓ The 49er ID card proves you are a member of the campus community and are entitled to certain services. It is required to check out materials from Atkins Library. If you purchase a membership to the Student Activity Center and it is required to access buildings, classrooms, and labs. When an Optional Dining Account is added, it becomes an important tool that allows you to pay for meals on campus. If a 49er account is added, you may purchase from the vending machines, copy center, mail services, parking services, and the bookstore.
4. Parking Services Office, Parking Services Building, #23 on campus map.
 - ✓ To park on campus, you must purchase a permit. Visit Parking services website for current prices. <http://www.parking.uncc.edu>
 - ✓ Present parking authorization document.
 - ✓ Provide automobile license tag number, year, make and model of vehicle of ALL cars you anticipate needing to drive to work, as a hangtag is required to park on campus. Otherwise, you will be ticketed.

Office Set-up

1. Email Account – Once a UNCC ID “800” number has been secured, the department administrator may request the set up at <https://itservices.uncc.edu/facultystaff-services/account-request-form>. An email will be sent to activate the NinerNET account.
2. Computer Login, MOSAIC – After the NinerNET account has been set up, the department administrator can email the Mosaic Help and Support desk MLC@uncc.edu for a Mosaic user ID and password to be established. This requires your “800”, date of birth, and NinerNET ID.
3. Telephone – The department administrator will determine if there is a phone currently in the office or if this will need to be ordered by IT services. They will notify ITS help desk of a new extension at 7-5500.
4. Office Keys and Swipe-Card Access – Standard office keys are ordered by the department administrator through the ARCHIBUS system <http://facilities.uncc.edu/home/key-request-forms/lockshop-information>. You should automatically have access to your building upon your Mosaic account set up. Be sure to discuss additional access, such as classroom and labs, to your administrator.
5. Equipment and Supplies – Most departments have standard stock office supplies on-hand. All purchases beyond that should be pre-approved by the department chair/director in coordination with the department administrator.

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6. Business Card / Printing - New employees will need to know their phone extension and email address prior to the department administrator taking action to order business cards. All printing is done from Wallace Printing. The RICO Copy Center is located on the 1st floor of the Prospector Building.
7. Nametags – The department administrator will put the request in to Larry Barfield through the Receiving and Stores department on campus.

Additional Information

Administrative Resources - <http://engr.uncc.edu/faculty-and-staff/administrative-resources>

Teaching Resources - <http://engr.uncc.edu/faculty-and-staff/teaching-resources>