

UNC SCHOOL OF MEDICINE

New Hire CHECKLIST

for

Faculty, EPA Non-Faculty, Post-Docs & Fellows

This form is to be completed by the HR facilitator and retained in the employee's personnel file. Guidelines for completing are on page 2..

Employee's Name and Title: _____			
Address: _____			
Street	City	State	Zip
Home Phone Number: _____		<input type="checkbox"/> Faculty	<input type="checkbox"/> EPA Non-Faculty
		<input type="checkbox"/> Post-Doc	<input type="checkbox"/> Fellow
PID Number: _____			
Emergency Contact Information: _____			
Name		Contact Number(s)	
Position Number: _____		Date of Employment: _____	
Department: _____		Division: _____	
Criminal Background Check: <input type="checkbox"/>		I-9 (Employment Eligibility Verification and Supporting Documents): <input type="checkbox"/>	
<i>[EPA Non-Faculty]</i>		<i>[Faculty, EPA Non-Faculty, Post-Doc, Fellow]</i>	

Check each as appropriate.

= Task Completed

N/A = Not Applicable

Accounting Services

- CABS
- FRS
- IN-Depth

Security

- ID Badge and/or Bldg. Access Card
- Copier Card/Code
- Diners Club Card
- Purchasing Card
- UNC One Card
- Keys

Computer Access

- E-Mail (SOM, HCS-ISD, Onyen-ITS)
- Listserv(s)
- System (Department, University, HCS)

Training

- HIPAA Training
- Health & Safety Training
- Research Training (see guidelines on reverse side)

Human Resources

- AP2 (Faculty)
- AP2S Fellows & Post Docs
- Campus Directory (update)
- Confidentiality Statement
- Department Phone List (update)
- Direct Deposit Forms & Reinstatement
- Insurance Forms (Post Docs)
- Leave (set-up)
- Mailbox
- Orientation-complete within 30 days of hire date (Department, University, UNC P&A)
- Parking Permit
- PID Number
- Policies (Department, University, HCS)
- Supplies
- Tax Forms (W-4 and NC-4)
- Leave Reporting Forms
- Travel Agreement

Supervisor Training (applies to UNC-HCS)

- Kronos Training
- Prep Training
- STAR Training

Employee's Signature

Date

Supervisor's Signature

Date

UNC Chapel Hill School of Medicine
Guidelines for Operating Unit HR Facilitator When Orienting
Faculty and EPA Non-Faculty

FACULTY – The Chair, or his/her designee, will explain policies and procedures to set annual workload for the faculty: The Department uses the guidelines provided in the Policy of the UNC School of Medicine for Appointment, Reappointment and Promotion of Tenure-Track Faculty and the School's General Guidelines for Faculty Appointments, Reappointments, and Promotions – describing in general terms what comprises a full workload in the School. A full workload includes teaching, research, administration and/or clinical activity. The Department has several different types of reappointments. Criteria are set forth for each appointment to evaluate quality and quantity of research, teaching and clinical activities. . In the first year, new assistant professors are given their job description and are made aware of their duties discussed and outlined by the supervisor. Each year their responsibilities increase to the level expected of all department members.

EPA-Non Faculty - The supervisor will discuss job functions and expectations with the employee in addition to annual performance evaluation procedures.

Directions to Planning (425 MacNider) for departmental photo and SOM identification badge. UNC Hospitals identification badge for UNC HCS employees should be obtained from UNC Hospitals Public Safety Department. UNC One card can be obtained at Student Stores. Directions to Health Sciences Library, how to use the copy card and where to obtain the card. Directions to Health Affairs Bookstore with explanation of charges and receipt returns.

Parking permits are issued by the department if there are permits available. If the department does not have any, the employee may be issued one from the Transportation and Parking Department if permits are available. It can be paid for through payroll deduction, cash, check, or credit card.

UNC Hospitals and Office of Medical Staff Services require that every employee working in a clinical setting sign the UNC HCS confidentiality statement to respect and preserve the privacy and confidentiality of patient and personnel information. Present a copy of the confidentiality statement and its attachments, obtain the employee's signature if you do not have copy from Medical Staff Services.

For other Faculty and EPA Non Faculty, the UNC HCS confidentiality statement serves as a reminder to protect confidentiality of patient/personnel information. Give a copy of the UNC HCS confidentiality statement to the employee, but signing is not mandatory.

Explain the applicable procedures for faculty vacation requests, travel requests. Pay day is last work day of the month.

Each faculty members' curriculum vitae should be in the UNC standardized format. Present a copy of the standardized format.

UNC Hospitals and UNC provide guidelines for employee safety. Present a copy of the safety information provided by UNC Hospitals and UNC. Instruct employee to complete the information on the JCAHO/OSHA Requirements form (front and back), fold, and put in the Campus Mail. Further instruct employee to review the General Safety Information, go to UNC's Health and Safety web site at <http://www.ehs.unc.edu/> look under Self Study Safety Training Units and take the Tuberculosis test and, if applicable (determined by how he/she answered questions on the JCAHO/OSHA Requirements form), the Bloodborne Pathogens test. Present a copy of Fire Drill Procedures.

An Employee Occupational Health Clinic is located on the first floor of the ACC. All employees who work in a clinical setting must contact Employee Occupational Health at the ACC (6-9119) and schedule an appointment to get a TB test and an immunization review. Request a copy of the TB Screening form from Employee Health. Present a copy of the pamphlet from the University Employee Occupational Health Clinic.

Research Training: Inform the employee of training prerequisites for research involving human subjects, animals radiation or laboratory work. Direct them to the University's research web site <http://research.unc.edu/services/index.php> or have them contact the Office of Human Research Ethics (IRB) (966-1344), the Institutional Animal Care and Use Committee (843-9258), the Office of Environment, Health and Safety (962-5507) or the university's Research Compliance Officer (962-0338) or for further information.

Direct employee to departmental web site and departmental directory.

If employee is engaged in clinical operations, direct him/her to the Hospital Disaster Plan.