

Dear Candidate Name,

Welcome to your temporary position at The University of North Carolina at Chapel Hill in Department Name.  As agreed, your starting hourly rate will be $XX.XXfor this regular temporary/intermittent temporary position. You are scheduled to begin onmm/dd/yyyy.

Please review and complete the following steps in advance of your first day of work:

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| **BEFORE YOU BEGIN WORK** |
|  | Confirm your start time, work schedule, and parking information with your HR Representative/Supervisor. |
|  | Carefully review the attached Conditions of Employment. Keep a copy for yourself and sign a copy for your department.  |
|  | Visit [http://hr.unc.edu/careers-at-carolina/temporary-employment/direct-hire-temporaries/](https://hr.unc.edu/careers-at-carolina/temporary-employment/direct-hire-temporaries/) to obtain and complete the following documents:* Federal Form W-4 Tax Withholding
* North Carolina NC-4 Tax Withholding
* Direct Payroll Deposit Authorization
* Equal Opportunity Employment Data Form (*optional*)
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|  | Complete Section 1 of the Form I-9 Employment Eligibility Verification if your department sent you an invitation by email **(note: if you did not receive an email invitation, you will complete the Form I-9 during your department orientation)**.  |
| **ON YOUR FIRST DAY OF WORK** |
| C:\Users\caberg\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\OXF2XFMG\MC900434713[1].wmf | You are scheduled to meet with HR Representative/I-9 Preparer Name for your department orientation as follows:**Date:** mm/dd/yyyy  **Time:** XX:XX AM-XX:XX AM**Location:** Address/Building**Be sure to bring the following items to this meeting:** * ***Original and unexpired*** identity and work authorization document(s) for completion of Section 2 of the Form I-9 Employment Eligibility Verification
* A signed copy of your Conditions of Employment
* Completed tax, direct deposit and Equal Opportunity Employment Data Form (this form is *optional*)
* A ***voided check*** for completion of the Direct Payroll Deposit Authorization. The University requires all employees to participate in direct deposit
 |
|  | If you are a non-resident alien and possess temporary work authorization, review the following instructions <http://isss.unc.edu/newstudent/step9/> and report to International Student and Scholar Services (ISSS) **on or before** your date of hire.  |
|  | International Student and Scholar ServicesFedEx Global Education Center, Rm. 2004301 Pittsboro Street University of North Carolina at Chapel HillChapel Hill, NC 27516 | Telephone: 919-962-5661Fax: 919-962-4282Email: oisss@unc.edu |

For information about the University, you are welcome to visit the UNC-CH Visitors' Center located at 250 East Franklin Street, Chapel Hill, NC in the west end of the Morehead Planetarium and Science Center or <http://www.unc.edu/visitors/index.htm>. The Visitors’ Center provides maps, guides, general tours and information about the area.

If you should have any questions, please contact me at Telephone or Email Address. Again, I want to welcome you to the University of North Carolina at Chapel Hill!

Best Regards,

HR Representative/Supervisor Name

Title

Department Name

The University of North Carolina at Chapel Hill