

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*) | |
|  | 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 Services FedEx Global Education Center, Rm. 2004 301 Pittsboro Street  University of North Carolina at Chapel Hill Chapel Hill, NC 27516 | Telephone: 919-962-5661 Fax: 919-962-4282 Email: [oisss@unc.edu](mailto: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