

**Welcome to UNC-Chapel Hill!** We are glad you are here and want to set you up for success. This checklist is designed to assist new HR representatives as they become oriented to the University. It serves as a tool for communicating relevant University and department-specific policies, administrative procedures, position responsibilities and expectations and other essential information.

Your Name: _____	PID Number: _____
Department Name: _____	Department #: _____
Title: _____	Supervisor: _____

## FIRST DAY

- Attend New Employee Orientation from 8 a.m.-12:30 p.m.
- Report to your work site
- Review your department's organizational chart and its relationship to campus
- Sign a non-disclosure, non-compete or other agreement relevant to your appointment (if applicable)
- Meet with your departmental Human Resources Representative to:
  - Review personnel policies and procedures
  - Learn about time reporting and the Time Information Management (TIM) system
  - Obtain parking permit (if appropriate)
  - Review break/vacation/sick/personal leave policies
- Begin reviewing University policies and procedures in the HR Online Toolkit ([link](#))
- Begin reviewing your office's policies and procedures including:
  - Work schedule & staff meetings
  - Telephone, e-mail, and Internet use
  - Office organization (files, supplies, mail drop, etc.)
  - Office resources (directories, style manuals, etc.)
  - Process for requesting time off
  - Customer service philosophy
  - Emergency procedures and management contacts
- Review training for upcoming week
- Review TIM (Time Information Management) time reporting user guides: <http://finance.unc.edu/university-controller/time-information-management-tim/welcome.html>

## SECOND DAY - Administrative Office Building (AOB), 104 Airport Drive

- Attend [HR Policy Part I](#) classes (8:30-12:30)
- Begin with [ConnectCarolina Actions for HR Representatives System Computer-based Training \(CBT\)](#) (1:30-5:00). You can find these CBTs on the Training tab of the [ccinfo.unc.edu](http://ccinfo.unc.edu) website:  
You can find this CBT on the University Registrar's website:
  - FERPA
- Continue reviewing HR Online Toolkit

## THIRD & FOURTH DAYS – Administrative Office Building (AOB), 104 Airport Drive

- Continue and complete the [ConnectCarolina Actions for HR Representatives System Computer-based Training \(CBT\)](#) and pass required quizzes from 8:30 a.m.-4:30 p.m. on 3<sup>rd</sup> day
- Attend [ConnectCarolina Actions for HR Representatives System Training](#) from 8:30 a.m.-4:30 p.m. on 4<sup>th</sup> day

## FIFTH DAY

- Report to worksite for normal working hours

## WITHIN TWO WEEKS

- Meet with your supervisor and/or assigned work partner to review the first week's activities and school/division onboarding orientation
- Review your work area to ensure needed supplies and equipment are in place
- Complete policy review in HR Online Toolkit
- Review the following with appropriate office personnel:



Workforce Strategy, Equity, and Engagement Division

- After-hours and weekend office access
  - General review of accounting (if appropriate)
  - List of financial account numbers (if appropriate)
  - Travel and reimbursement
  - Campus mail services
  - Copy machine and fax use
  - Office safety issues
  - Travel credit card (if appropriate)
- Review of computer equipment and related policies/procedures (HR Online Toolkit)
  - Identify your key resources for information
  - Indicate up to two emergency contacts through the Onyen Services website: <https://itsapps.unc.edu/improv/>
  - Review/update your contact information and designate to receive AlertCarolina messages on the UNC-Chapel Hill Directory: <https://itsapps.unc.edu/dir/dirSearch/view.htm>

### WITHIN FIRST MONTH

- Meet with your supervisor to review:
  - Job description
  - Work Plan (if applicable)
  - Supervisor expectations
  - Applicable departmental rules and standards
- Ensure you've completed your benefits enrollment
- Complete the Environment, Health & Safety (EH&S) Online Safety Orientation training
- Familiarize yourself with the campus: <http://www.unc.edu/visitors/>
- Attend second part of Policy II Training at Administrative Office Building (AOB) (8:30-12:30)

### WITHIN FIRST THREE MONTHS

- Revisit performance standards and work rules
- Receive SHRA Employee Competency Assessment, Quarterly Review (if probationary) and review performance standards
- Complete the following training:
  - EEO Laws and Discrimination Prevention for Higher Ed Training
  - Complete Title IX Awareness and Violence Prevention for Faculty and Staff Training
  - Complete Unlawful Harassment Prevention for Higher Education Staff Training
  - Complete HIPAA Training (if applicable)
  - Complete Supervisor EEO/DF Training (if applicable)
  - LawLogix I-9 System Training

### WITHIN FIRST FOUR MONTHS – Administrative Office Building (AOB), 104 Airport Drive

- Attend ConnectCarolina Advanced Systems Training

### WITHIN FIRST SIX MONTHS

- Complete the following training (register through ConnectCarolina)  
*Note: The CBT "Registering for Office of Human Resources Classes" explains how to sign up for these classes.*
  - Americans with Disabilities Act
  - Introduction to PostDoc Human Resources (if applicable)
  - LawLogix I-9 System Training
  - Managing SHRA Positions and Pay
  - Performance Management and Disciplinary Processes for SHRA Employees
  - Preventing Unlawful Harassment in the Workplace
  - Records Management