New Hire Documentation

CED & Agent Positions
Required for HRIS Action approval:
- New Hire Request or Rehire Request Form (CP-P01 or CP-P02)
- Original Signed Offer Letter
- Copy of Signed Social Security Card
- Equivalency Ratio Table
- PeopleAdmin Application Packet
  - Application
  - New Hire Form
  - Transcripts
  - Reference letters
  - Resume
  - Cover Letter

Required for employment, not for HRIS action approval:
- I-9 Form
- Direct Deposit Form
- Tax Forms W-4 and NC-4 (online option is preferred but requires Unity ID)
- Appendix C - Data Compliance Form

Program Assistant Positions
Required for HRIS Action approval:
- New Hire Request or Rehire Request Form (CP-P01 or CP-P02)
- Original Signed Offer Letter
- Copy of Signed Social Security Card
- EFNEP Hiring Form (if needed)
- NCCE Application Packet
  - Application
  - Confidential Data Sheet
  - Transcripts (optional)
  - Resume (optional)

Required for employment, not for HRIS action approval:
- I-9 Form
- Direct Deposit Form
- Tax Forms W-4 and NC-4 (online option is preferred but requires Unity ID)
- Appendix C - Data Compliance Form

Secretary Positions
Required for HRIS Action approval:
- New Hire Request or Rehire Request Form (CP-P01 or CP-P02)
- Original Signed Offer Letter
- Copy of Signed Social Security Card
- State of NC Application Packet
  - Application
  - Confidential Data Sheet
  - Transcripts (optional)
  - Resume (optional)

Required for employment, not for HRIS action approval:
- I-9 Form
- Direct Deposit Form
- Tax Forms W-4 and NC-4 (online option is preferred but requires Unity ID)
- Appendix C - Data Compliance Form

Last Update 2/10/06