

New hire packet

Date: _____

Employee Name: _____

Position: _____

Position Code: _____

Rate of Pay: _____

Hire Date: _____

CHECKLIST: Completed by hiring supervisor

	Received
1. Completed Application Resume required if full-time	_____ completed by applicant
2. I-9 Form (with copy of driver's license & social security card)	_____ completed by applicant & hiring supervisor. <u>Must be signed by hiring supervisor.</u>
3. Basic Program (HSL) requirement effective 12/2/07 Process online within 3 days of hire date	_____ completed by supervisor
4. New Hire Form (see form for instructions) Fax form or process online at www.ncnewhires.com	_____ completed by supervisor
5. Official Transcripts	_____ completed by applicant
6. Polices & Procedures / Communications Proficiency acknowledgement	_____ completed by applicant & hiring Supervisor
7. ESRR Certification of Retirement Reemployment	_____ completed by applicant
8. Tax Forms W4 & NC-4 – required for employees W-9 – required for vendors	_____ completed by applicant
9. Affordable Care Act form	_____ completed by applicant
<hr/> signature of hiring supervisor	

Above items are required to provide compliance with State Laws, SACS and MTCC Policy

Revised 98/00/09/12/14

Office Use

___ NAE ___ FACL ___ PWAG ___ WAGS ___ ADAP ___ XNCH