



### New Employee Orientation Check List

<input type="checkbox"/>	Your original Social Security Card
<input type="checkbox"/>	Birth dates of dependents and/or beneficiaries
<input type="checkbox"/>	Addresses of dependents and/or beneficiaries
<input type="checkbox"/>	A "voided" check or deposit slip for Direct Deposit Enrollment form
<input type="checkbox"/>	Alcohol and Drug Free Policy Acknowledgment
<input type="checkbox"/>	Credentials Verification
<input type="checkbox"/>	Creditable Service
<input type="checkbox"/>	Direct Deposit Authorization
<input type="checkbox"/>	I-9 U.S. Employment Eligibility Verification
<input type="checkbox"/>	NC-4 Employee's Withholding Allowance Certificate
<input type="checkbox"/>	NC Flex
<input type="checkbox"/>	Overtime/On Call/Emergency Callback Agreement
<input type="checkbox"/>	Sleep Policy Agreement (if appropriate)
<input type="checkbox"/>	Personnel Profile Form
<input type="checkbox"/>	State Health Plan
<input type="checkbox"/>	DHHS Supplemental Insurance Plans
<input type="checkbox"/>	W-4 Federal Withholding Form
<input type="checkbox"/>	Acknowledgment of Responsibility for Repayment of Monies Owed
<input type="checkbox"/>	Conflict of Interest Policy
<input type="checkbox"/>	Computer Use Policy
<input type="checkbox"/>	I have completed each section of the New Employee Orientation.
<input type="checkbox"/>	Executive Order 18: State Government Email Retention Online Tutorial
<input type="checkbox"/>	Executive Order 24: Ban on Gifts Acknowledgment Form

Name: \_\_\_\_\_

Personnel #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_