

DHHS: Public Health - New Employee Checklist

*This checklist is to be completed and provided to Human Resources (HR) **within 30 days of employment.***

All forms or training instructions may be found

on the New Staff Orientation (NSO) page at <http://publichealth.nc.gov/employees/orientation.htm>

EMPLOYEE INFORMATION (Please Print)

Start Date:	Name:	Contact #:
Position #:	Supervisor Name:	Supervisor Contact #:

FIRST DAY – These forms should have been sent to HR (Recruiters) on the first day of employment. Please do not send duplicate copies.

<input type="checkbox"/> I-9 (copy w/legible copies of ID) * <input type="checkbox"/> New DPH Employee Data <input type="checkbox"/> Employee Work Schedule	<input type="checkbox"/> Federal W-4 <input type="checkbox"/> NC W-4 <input type="checkbox"/> Direct Deposit Enrollment	<input type="checkbox"/> Legible copy of Social Security Card for BEACON <input type="checkbox"/> Credential Verification Form (Highest degree completed only) <input type="checkbox"/> Emergency Notification Form
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FIRST WEEK – Copies of policies/forms found on the NSO page (see link above) should be sent to HR in first week.

<input type="checkbox"/> Creditable Service Form (Required even if <u>no</u> prior service) <input type="checkbox"/> Repayment of Monies Owed Acknowledgment <input type="checkbox"/> Payment Verification Form (Required for Travel Reimbursements) <input type="checkbox"/> Mandatory Direct Deposit Notification Form <input type="checkbox"/> Conflict of Interest Policy	<input type="checkbox"/> Computer Usage Policy <input type="checkbox"/> Comp Time/Overtime/On-Call Agreement <input type="checkbox"/> Training Requirements Acknowledgment <input type="checkbox"/> Executive Order 24: Ban on Gifts Acknowledgment <input type="checkbox"/> Alcohol & Drug Free Policy Acknowledgment Form
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FIRST 30 DAYS – Copies of certificates/forms found on the NSO page (see link above) should be sent to HR in first month.

<input type="checkbox"/> DHHS: Understanding Harassment in the Workplace	Training located in BEACON under LMS – use Search function to find it. Submit certificate.
<input type="checkbox"/> Managing Your Inbox: Email as a Public Record	Training located in BEACON under LMS – use Search function to find it. Submit certificate.
<input type="checkbox"/> Workplace Violence Training	Click link on NSO page – then click “Continue” in lower right corner. Submit test & certificate.
<input type="checkbox"/> BEACON Training Acknowledgment Form	Print form on NSO page – complete items required in BEACON under LMS – Complete form; employee and supervisor sign form. Submit form only - no need to submit certificates.
<input type="checkbox"/> DPH Basic Computer Security Training	Click link on NSO page – Complete 2 parts under “Requirement 1” - <u>top</u> half of page. Submit form.
<input type="checkbox"/> DPH Basic Privacy Training	Click link on NSO page – Complete 2 parts under “Requirement 1” - <u>bottom</u> half of page. Submit form.
<input type="checkbox"/> DPH Confidentiality Agreement	Click link on NSO page – Complete 2 parts under “Requirement 2” - <u>bottom</u> half of page. Submit form.
<input type="checkbox"/> Incident Command System (100 & 700)	Click link on NSO page and follow instructions to complete both courses. Submit certificates.
<input type="checkbox"/> Safety & Health Handbook	Click link on NSO page – print the next to last page to acknowledge receipt. Submit form.
<input type="checkbox"/> Fire and Life Safety Training	Click link on NSO page and follow instructions near top of page. View the presentation and then print the form on the 2 nd link to fill out/sign. Submit form.
<input type="checkbox"/> Bloodborne Pathogen Awareness Training	Click link on NSO page and view the presentation. Use same form from Fire/Life Safety Training.

INTRODUCTIONS AND TOURS

<input type="checkbox"/> Tour of facility, including:			
<ul style="list-style-type: none"> Restrooms Mail rooms Copy/Fax Equipment Supplies/Equipment 	<ul style="list-style-type: none"> Work Area Parking Kitchen/Coffee/Cafeteria In case of injury 	<ul style="list-style-type: none"> Telephone Policy Holiday Schedule Secondary Employment Travel Procedures Absences/Tardiness 	<ul style="list-style-type: none"> Vacation/Sick Leave Policies Internal Policies and Procedures Impact of work on department/public Emergency exits/Evacuation Plan and First Aid Health & Safety Rules (protective equipment)

POSITION DESCRIPTION

<input type="checkbox"/> Review performance appraisal process and probationary period. AKA: Excels Performance Plan
<input type="checkbox"/> Review initial job assignments and training plans.
<input type="checkbox"/> Review and submit updated/signed Position Description Report to Human Resources. (Include Americans with Disabilities Act (ADA) Checklist) https://oshrc.peopleadmin.com/hr/login Please DO NOT submit “print preview.” Instructions are provided on the NSO page under this checklist.

COMPUTERS

Hardware and software reviews, including: Email, NCID, Internet, Data on shared drives, Databases, and BEACON.

*ORIGINAL I-9 FORM

The original (pages actually signed w/pen) I-9 Form should be hand-delivered or mailed to HR within the first 30 days of employment.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Reviewed by Human Resources for completion by: _____

Date: _____