

## PROCEDURES FOR EMPLOYEES NEW TO COMMERCE

An employment offer to the selected applicant has been made. The applicant has accepted it and agreed to an effective start date. Congratulations! Please review the revised process for bringing new employees into the Department of Commerce. These procedures need to be followed regardless of whether the employee is new to State government, transferring from another State agency, or transferring within the Department.

### Items to be completed by the selected applicant prior to the first work day

Employee Profile Data Sheet to be completed and submitted to HR with required attachments at **least five business days prior to effective start date**. Employee Profile Data Sheet is found as an attachment to the approval to hire e-mail sent by HR to the hiring office. Form may also be found on Commerce Intranet Forms site.

Any selected applicant located in the Raleigh area will need to personally stop by the Commerce Human Resources Office at least **3 business days prior to the effective start date** to complete the following forms:

- Computer Access and Security Form
- Secure an NCID and password
- W-4/NC-4 Forms (if not submitted with Employee Profile Data Sheet)
- Cancelled Check (if not submitted with Employee Profile Data Sheet)
- Parking Form

This will allow the Administrative Divisions to insure that the new employee will have a smooth transition into the Department. **The selected applicant will need to bring the following personal items to the Human Resources Office:**

- Valid Driver's License (or another valid form of Identification)
- Social Security Card

After the new employee completes these forms in Human Resources, the employee will need to go to Fiscal Management, meet with the Parking Coordinator, and note their assigned parking space.

### To be completed on the first day of employment

In addition to completing the forms described above and in the Employee Profile Data Sheet, the applicant will receive the Commerce Employee Orientation Package. Division/Commission Personnel Representatives will assist the new employee in completing the forms in the orientation package. Forms in the package must be **completed and delivered to the Human Resources Benefits Administrator by close of business on the first day of work**. Along with completing the Employee Orientation Package, the new employee will need to **bring his or her personal checkbook on the first day of work** to write a check to pay for their parking space. Checks will need to be payable to "State Parking".

The new employee will need to meet with the Division/Commission Personnel Representative and begin obtaining the following items: Keys, Nameplates, Access Cards, and setting up voicemail on the telephone. The Personnel Rep. may also provide an overview of the BEACON ESS (Employee Self Service). Formal BEACON ESS training will take place during the monthly Orientation program.

On the first day of work, we encourage the Division Director/ Commission Head to introduce the new employee to other members of the unit and to send an e-mail to co-workers and allies announcing the new member of the team.

Please notify the new employee that Formal Orientation for all new Commerce employees is scheduled monthly. **Attendance is mandatory.**

The Commerce Human Resources Office is located on the 5<sup>th</sup> floor of the Education Building at 301 N. Wilmington Street in Raleigh. If the selected applicant has any questions about these forms, feel free to contact the Benefits Administrator at **919.715.4204**.