

Department of Human Resources

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<http://hr.uncc.edu>

New Hire Employment Forms and Instructions

The Human Resources department requires that all new hire forms be completed prior to or on your first day of employment. It is federally mandated that you provide proof of employment eligibility to work and be paid by UNC Charlotte. Failure to abide by these requirements will delay your paycheck or terminate your employment.

- **Emergency Contact** - Provide at least one person to contact in case of an emergency. You must select their relationship to you, their full name and at least one telephone number.
- **Personnel Profile** - The personnel profile is used to establish an employee record in the UNC Charlotte human resources system. Please complete this form in its entirety. It also includes the Military Selective Service Registration Compliance.
 - Personal information: provide your legal name, permanent or local mailing address, and personal telephone number
 - Prior service with the State of NC: Indicate if you have ever worked FOR the State of NC as a permanent employee.
 - Military Selective Service Compliance: check that you are registered or why you are not. (If you need to check your registration, go to <https://www.sss.gov/RegVer/wfVerification.aspx>.)
- **Veteran's Status form** - Indicate your Veteran status if any.
- **Patent Agreement** - This agreement form is used to show that you acknowledge the institution's Patent and Copyright procedures as an employee of UNC Charlotte.
- **Confidentiality and Expectations Agreement for Student Employees** - The confidentiality agreement form is used to show that you acknowledge the expectations, conditions, and requirements of student employment.
- **Certifying Employee Status Under Retirement Reemployment Laws** - All Faculty/Staff will complete this form and acknowledge that you are

either receiving retirement benefits from the state of North Carolina or not.

- **Prior Creditable State Service Verification Form** - All Faculty/Staff will complete this form.
 - If you ever worked for the state of North Carolina as a permanent employee and have state service and/or leave time that can be transferred to your current permanent/time-limited position
 - Complete a form for each agency and/or UNC System school you worked for.
- **Voluntary Self-Identification of Disability** - This form is voluntary and will not be a part of your permanent employee file.