

BEFORE YOUR ARRIVAL TO THE UNIVERSITY

NEW EMPLOYEE PROCESSING AT HUMAN RESOURCES

hr.uncc.edu

<p>What should I expect on (or before) my official start date?</p>	<p>You should expect to visit the Human Resources Office (222 King Building) on or even before your official start date to complete all necessary hiring paperwork. Your paperwork will include USCIS form I-9, W-4 form, NC-4 tax forms, Employee Status under Retirement Retirement Reemployment Laws certification form, personnel profile information sheet, and patent agreement. All required paperwork may be accessed from hr.uncc.edu prior to your arrival.</p> <p>You should also be prepared to submit the required documentation to show eligibility to work in the United States. We have listed examples of the documents that are forms of identification below.</p> <p>If you are not a United States citizen (F-1, J-1 Visa), please visit the International Student/Scholar Office (202 College of Health and Human Services) before visiting Human Resources.</p> <p>You should also be aware of the University’s direct deposit requirement for all payment types. Please bring valid bank account information or a check marked ‘Void’ when you visit Human Resources.</p>
<p>What should I bring with me on (or before) my official start date?</p>	<p>When you visit Human Resources, you may be asked to show the following documents:</p> <ul style="list-style-type: none"> -Your contract and/or appointment letter as proof of your employment - Original documents to show eligibility to work in the United States. For example: your unexpired US Passport or Permanent resident card or (1) unexpired government-issued photo ID and your original social security card or birth certificate. For a full list of acceptable to documents, you can go HERE.
<p>What if I can not locate my original social security card?</p>	<p>The University strongly recommends that each employee present his or her original Social Security card when you visit Human Resources for your initial employment processing.</p> <p>If you are unable to locate your card, you may apply for a duplicate card by visiting your local Social Security Administration Office (ssa.gov) HERE.</p>

YOUR ARRIVAL TO THE UNIVERSITY

IMPORTANT FACULTY WEBSITES

uncc.edu/gateway/faculty-staff	• Faculty Resources Gateway - One web page with nothing but helpful UNCC faculty resources!
advance.uncc.edu	• ADVANCE New Faculty Resources Page —designed especially for new faculty.
hr.uncc.edu	• Human Resources—first day checklist, benefits, and important information for new employees
itservices.uncc.edu	• ITS Help Center —Assistance with computer, telephone, and email instructions for faculty and staff.
itservices.uncc.edu/calendar	• ITS Training Calendar - Free comprehensive technology training programs.

EMPLOYEE BENEFITS & RESOURCES

hr.uncc.edu/new-employee-information

What benefits are available for faculty at University of North Carolina at Charlotte?	UNC Charlotte offers a comprehensive Employee Benefits Package, which includes retirement, health coverage, and pre-tax flexible spending.
Where can the latest benefits information?	We recommend that you pick up a benefits packet at 207 King Building after your visit to Human Resources on your first day. This information is also available on the "New Employees" section of the Human Resources website.
Who can I speak with to discuss benefits and selection?	The Human Resources New Faculty Benefits Orientation will be held on Friday, August 17, 2018 from 8:00AM-4:30PM at 201 Belk Gymnasium Building. Benefits Counselors will be available to discuss choices with all new faculty arriving for fall 2018. For additional information please contact benefits@uncc.edu .

PARKING & TRANSPORTATION ON CAMPUS

pats.uncc.edu

What should I know about parking for fall 2018?	Parking enforcement will begin no later than the first day of the academic year (during fall) or the first day of classes for other semesters (including summer sessions). Parking & Transportation Services (PATS) will begin to enforce permits for FALL 2018 on Monday, August 13th. Campus parking requires a permit or payment of visitor parking fees whenever the University is open.
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How can I purchase parking permits?	You may obtain a permanent faculty/staff parking permit by appearing in person at the PATS Office and presenting your paper work from Human Resources, your vehicle information (vehicle license plate number, make, model, color, and year), proof of insurance, and vehicle registration (if your vehicle is registered outside NC). You will have the opportunity to purchase your first parking permit during this visit. Otherwise, virtual permits are available for purchase online through your UNCCMyPark account.
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DUAL CAREER COUPLES PROGRAM

hr.uncc.edu

What is the Dual Career Couples Employment Assistance Program?	<p>The Dual Career Couples Employment Assistance Program has been jointly developed by the Office of the Provost, the University Career Center, and the Department of Human Resources to address some of the special employment needs and concerns of dual career couples.</p> <p>The University will assist the spouse or domestic partner of a relocating UNC Charlotte employee with efforts to find employment within the University and/or within the surrounding communities for up to one year from the date of the employee's relocation to the Charlotte area. To learn about the services provided, visit the Dual Career Couples website HERE.</p>
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CONNECTING YOU TO THE CHARLOTTE METRO AREA

How can I find out about local news and events that are off-campus?	<p>We have included websites that other newcomers have found to be helpful.</p> <ul style="list-style-type: none"> • charlottesgotalot.com • charlottechamber.com • charlotteobserver.com/living
I am relocating to Charlotte, NC. Do you have local services that can help with this?	Relocation services are available through Allen Tate Relocation & Corporate Services. Among the services provided and/or managed for you are: market analysis of your current home, home-finding assistance, temporary living arrangements, rental assistance, and shipment of your household goods. For more information, call 1-800-277-6901, visit TateRelocation.com, or email relocation@allentate.com.

YOUR PREPARATION FOR THE UPCOMING SEMESTER/SESSION

Tip: Please remain in contact with your Department Chair for information about your course syllabi, book orders, and any equipment you might need for your classes.

<p>How do I submit my textbook list for my courses?</p>	<p>Textbooks can be ordered online by visiting facultyenlight.com, or by calling or emailing the Textbook Manager at Barnes & Noble at UNC Charlotte at uncctext@uncc.edu; 704-687-7072.</p> <p>Contact the Textbook Manager also if you have a course packet to be printed or if you need copyright clearance for any course materials. Book orders for the Fall Semester (from new faculty only) should be received by the campus bookstore as soon as possible. Normal due dates for textbook orders are March 15 (Summer and Fall) and October 15 (Spring). Your Department Administrative Assistant should order desk copies directly from the publisher. If you have any textbook-related questions or concerns, contact Cheri Griffith-Kline, Bookstore Manager at cgriffit@uncc.edu; 704-687-7077.</p>
<p>HELP! Is there support for building my course page?</p>	<p>Yes! The Center for Teaching and Learning (CTL) manages teaching tools, course design assistance, and professional development for teaching. There are a variety of resources to cover essential topics that include in-person workshops offered by CTL to assist faculty and online guides developed by Canvas. The IT Service Desk is also available to provide additional assistance with technical support.</p>
<p>Who do I contact with IT issues?</p>	<p>ITS manages a myriad of technology needs for university-wide applications, services, and infrastructure. They can be reached at in person at 140C Atkins Library, by calling 704-687-5500 or submit a ticket at help.uncc.edu. ITS also has a searchable ITS database with common solutions.</p>

DEPARTMENT COMMUNICATION

What is my campus mailing address?	The address to ship materials to your office is: Your Name Your Department - UNC Charlotte 9201 University City Blvd. Charlotte, NC 28223
How do I access my university email?	You can access your University email from any browser by visiting gmail.uncc.edu .
Where do I go to build my course webpage?	Canvas is the campus learning management system. Login and start building your courses right away by going to canvas.uncc.edu

J. MURREY ATKINS LIBRARY

library.uncc.edu

Can the library support me in my role as a faculty member?	Yes! Teaching and research in today's complex information environment demand an academic library that pays attention to what faculty members need to do their work. For example, digital collections have significantly increased this past year, offering more new titles, backfiles and full text articles. The library offers growing collections' and other resources at the faculty's disposal.
I found a resource for my course at the library. Can I "reserve" it?	Yes! Staff members assist faculty in placing course materials on electronic, audio, or traditional print reserves for classes each semester. Staff review reserve materials for copyright compliance and inform faculty members which items may or may not be placed on reserve. Click the HERE to learn more about Faculty Course Materials Reserves

<p>What are other available library resources that I may not know about?</p>	<p>SUBJECT LIBRARIANS – A highly qualified group of librarians that are proficient in academic research, information science AND can also provide subject specific expertise for every course offered at UNC Charlotte. They can also provide class web page assistance, course research help, and more.</p> <p>COPYRIGHT ASSISTANCE – The Atkins Library provides answers to questions about copyright, legal use of library resources and other materials, and scholarly publishing, including publishing through open access journals and opportunities to publish through the Library. For a guidance on copyrights and licensing in educational settings, contact Kate Dickson at kdicks12@uncc.edu.</p> <p>ITEM DELIVERY SERVICE – UNC Charlotte faculty can request that a book be sent to their department by using the "Request Item" feature on the online search catalog. Faculty members can submit their item request and choose to either pick up their title in J. Murrey Atkins Library or have it delivered to their department through campus mail.</p> <p>LIBRARY INSTRUCTION CLASSES – Teaching librarians help students learn to search, read, think, and contribute in an engaged and iterative research process. Students will learn current research best practices, as well as an introduction to other available resources for your assignments. Faculty workshops are available to provide ideas for incorporating research skills throughout a course. Typically incorporated into a scheduled class day; however, other arrangements can be made. Contact your Subject Librarian to learn more and/or to organize a class session.</p> <p>SPECIAL COLLECTIONS – Located on the 10th floor of the library’s tower, search through thousands of books, manuscripts, maps, and other items to supplement your curriculum. Classes also welcome. Visit their website at: library.uncc.edu/specialcollections</p>
<p>How do I find my Librarian Liason for my subject area?</p>	<p>To find the appropriate Librarian Liaison, visit library.uncc.edu, then select “Research & Collections” tab and then select "Meet Your Subject Librarian".</p>

RESEARCH

research.uncc.edu

Research is fundamental to the mission of UNC Charlotte. New knowledge and creative works change the world and shape the future of the University.

How do I receive guidance on locating funding?	The Office of Proposal Development will work with you on funding source searches and a wide range of proposal development issues. Contact Lesley Brown at 704-687-1880 or labrown@uncc.edu.
How do I develop a budget for the grant proposal?	The Office of Research Services and Outreach can help you with the mechanics of budget development and proposal submission, as well contracting, and project management. Contact Ellen Zavala at 704-687-1881 or eezavala@uncc.edu.
What resources are available for research with animal or human subjects?	The Office of Research Compliance can help you with animal and human subjects review and biosafety or export control issues. Contact Donna Eaton at 704-687-1876 or deaton1@uncc.edu.
How can I protect research involving new technology and/or innovation brought to the market?	The Office of Technology Transfer identifies, protects, and commercializes university research and intellectual property and works closely with faculty, students, and staff to help bring new technology and innovation to market. Contact Carl Mahler at 704-687-8016 or cmahler@uncc.edu
Who is responsible for the fiscal management of sponsored funds?	The Office of Grants and Contracts Administration is responsible for the contract management functions and fiscal management of sponsored funds. GCA provides transactional support to college-based post-award staff and is responsible for overall sponsored program financial reporting and compliance. Award Contact Valerie Crickard at 704-687-1862 or vcrickar@uncc.edu.
Who can I contact with general questions about grants?	If you have a question or a problem with a grant proposal, contact Lesley or Ellen. If you have a question or a problem with an award, contact grants-contracts@uncc.edu or 704-687-1889. No research problem is too big or too small —they have answers.