

EHRA Post-Hire Documents Checklist

The following documents are contents of the Hiring Packet for **PERMANENT EHRA hires**. Once Forms have been signed by the appropriate individual/s, the Hiring Packet should be sent post-hire, in its entirety to Human Resources, Campus Box #5960 – Friday Annex.

All Permanent Hires:

1. Form HR3.35 (“EPA Permanent Personnel Assignment Form.”) Signatures needed:
 - Department Chair/Director
 - Dean/Asst. Vice Chancellor
 - Vice Chancellor
 - Research Admin. (if C&G Funds)
 - Provost or Chancellor
2. Curriculum Vitae/resume
3. Letter of interest
4. Personnel Record Data Sheet (employee’s signature is required)
<http://www.uncw.edu/hr/forms.html>

Additional Documentation needed for Permanent Hires within Academic Affairs:

5. Official Transcripts (**Hires within the Division of Academic Affairs**) Transcripts must be sent directly from the issuing institution to the hiring official or designee. **Transcripts issued to student cannot be accepted.**
6. Certification of Credentials (**Hires within the Division of Academic Affairs**)
[Certification of Credentials](#)
7. Copy of offer/intent to hire letter issued by Dean/Administrator.

The following documents are contents of the “hiring packet” for **TEMPORARY EHRA hires**. The “hiring packet” should be sent post-hire, in entirety to – Human Resources - Box #5960 – Friday Annex.

All Temporary Hires:

1. Curriculum Vitae/resume
2. Personnel Record Data Sheet (employee’s signature is required)
<http://www.uncw.edu/hr/forms.html>

Additional Documentation needed for Temporary Hires within Academic Affairs:

3. Official Transcripts (**Hires within the Division of Academic Affairs**) Transcripts must be sent directly from the issuing institution to the hiring official or designee. **Transcripts issued to student cannot be accepted.**
4. Certification of Credentials (**Hires within the Division of Academic Affairs**)
[Certification of Credentials](#)

Note: The credentials (items listed above) flag for temporary EPA hires cannot be lowered before the employee has a Banner ID#. Please notify the EPA Employment Coordinator as soon as the Banner ID# has been issued, so that credentials can be entered into the system.

Other Documents & Distribution List

Human Resources
<http://www.uncw.edu/hr/forms.html>

Payroll
<http://www.uncw.edu/ba/payroll/>

Auxiliary Services
<http://www.uncw.edu/sp/admforms/>

I-9 Employment Eligibility Verification – Ivor Dikkers	W-4; Employee Federal Withholding Online	ID Card Request
*Credential Verification Form – Ivor Dikkers	NC-4; Employee State Withholding	Parking Decal
Criminal Background Check Release – Ivor Dikkers	Payroll Direct Deposit	Payroll Deduction for Parking

*The “other” documents should be distributed to the appropriate person/office.

*The credential verification form is needed for permanent EHRA hires outside the Division of Academic Affairs and SHRA permanent hires.