

Checklist for New Hires

Employee Name: _____

DUID: _____

Action Item	Source of Transaction	Timeline	Completion Date
Complete requisition in Brass Ring.	iForms	Prior to Date of Hire	
Initiate Hire Form	iForms	Prior to Date of Hire	
Sign Offer Letter – Employee – Consider including information on direct deposit and first paycheck	Department drafts offer letter for employee signature.	Prior to Date of Hire	
Initiate Background Check	Department and HRIC	Prior to Date of Hire	
Obtain copy of the Social Security Card for reporting and withholding purposes	Employee brings original document to the Hiring Department.	Prior to Date of Hire	
Submit Security Administration Request for System Access	Departmental Systems Administrator	Prior to Date of Hire	
Complete I-9 Form	Department and Employee	Prior to Date of Hire & No Later Than Start Date	
Obtain Federal Tax Form W-4	Department and Employee	Prior to Date of Hire	
Obtain North Carolina Department of Revenue Tax Form NC-4	Department and Employee	Prior to Date of Hire	
Review Departmental Policies including: Attendance Policy, Schedules, Dress Code, etc.	Department and Employee	Prior to Date of Hire	
Complete Direct Deposit Form	Employee	First Day Employee Works	
Complete Duke University Form for obtaining Identification Badge	Department and Employee	First Day Employee Works	
Review appropriate payroll schedule with employee	Department	First Day Employee Works	
Submit request for Duke Parking Pass	Department and Employee	First Week Employee Works	
Schedule Orientation Session	Department	First Week Employee Works	
Activate Voice Mail	Department	First Week Employee Works	
Obtain signature on Acknowledgement of Receipt page of the Staff Handbook	Department and Employee	In Conjunction with Orientation	
Complete position specific required training	Employee	In Conjunction with Orientation	