

**CONDITIONS OF EMPLOYMENT**  
**For**  
**ALL NEW FULL-TIME/PART-TIME**  
**FACULTY/ADMINISTRATIVE EMPLOYEES**

The process of becoming a UNC exempt staff employee and your contract of employment is conditioned upon the completion of the following items. If any of these conditions are not met, employment may be denied or salary payments may be delayed.

- ø Contract Signed by Employee (Must be signed within 15 working days of beginning date of contract and returned to originator.).
- ø Official Transcript for last or terminal degree (all full-time faculty and both full-time and part-time administrative staff).
- ø Direct Deposit Authorization Form. A Fall term contract will be paid in five equal payments, a Spring term contract in four equal payments. All fiscal year contracts and all academic year contracts .50 FTE or greater will be paid over 12 months.
- ø INS Form I-9: Verification of employment eligibility & identity in accordance with Immigration and Naturalization regulations.
- ø Social Security Administration Form W-4.
- ø Copy of current Social Security Card.
- ø Retirement Plan Election Form selecting either PERA or an Optional Retirement Plan for employee's retirement benefit.
- ø Personal Data Form.
- ø Enrollment Forms: Mandatory Health, Dental, Life, and Disability Insurance (.50 FTE and greater). The University contributes 50% towards benefits.

All of the above must be attached to the CONTRACT OF EMPLOYMENT and returned to Personnel Services, Carter Hall 2002. Please call 1-2718 if you have any questions.