


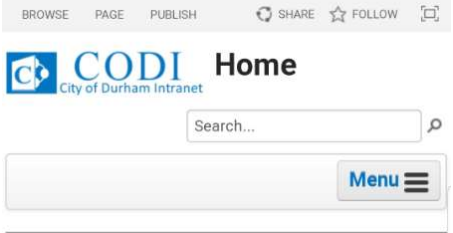




New Hire Checklist and Systems Passwords

Item	Due Date	Location	Notes
I-9 Proof of Citizenship Form Mandatory	Three days prior to hire date OR will be collected at NEO	You received an email link from NEOGOV to log into your account and complete your onboarding documents	This form must be completed within the first 3 days of your hire date. You can complete this form prior to or on your hire date. If you attempt to complete it on the second or third day after your hire date the form will lock, please contact HR Connect at HRconnect@durhamnc.gov to unlock the form.
Direct Deposit Form Mandatory	Three days prior to hire date OR will be collected at NEO	You received an email link from NEOGOV to log into your account and complete your onboarding documents	If you miss the due date deadline, please complete the form and attach a voided check or letter from the bank as soon as possible. The sooner you complete the direct deposit form, the sooner we can set up your direct deposit (usually begins after 3 pay cycles).
W-4 Tax Form Mandatory	Three days prior to hire date OR will be collected at NEO	You received an email link from NEOGOV to log into your account and complete your onboarding documents	If you miss the due date deadline, please complete the form as soon as possible. The sooner you complete the W-4 tax form, the sooner we can begin taking deductions from your paycheck.
NC-4 State Tax Form Mandatory	Three days prior to hire date OR will be collected at NEO	You received an email link from NEOGOV to log into your account and complete your onboarding documents	If you miss the due date deadline, please complete the form as soon as possible. The sooner you complete the NC-4 tax form, the sooner we can begin taking deductions from your paycheck.
Retirement Health Savings Plan Enrollment Form (ICMA-RC) Mandatory	Three days prior to hire date OR will be collected at NEO	You received an email link from NEOGOV to log into your account and complete your onboarding documents	An automatic 2% of your paycheck will be deducted and deposited in this account for future healthcare costs (up to \$1000 for the Fiscal Year). This is a required rather than an optional benefit.

Item	Due Date	Location	Notes
Benefits Mandatory If you are enrolling in the City of Durham benefit plans	No later than 5:00 pm on Friday, following your hire date	Sign up via: Employee Navigator See pages 37 to 39 of the Employee Benefits Guide	Coverage is effective the first of the month following your date of hire (i.e., hired on February 4 – coverage begins March 1). Contact HR Connect at 919 560 4214 with any questions.
Core Values Modules Mandatory	Within 90 days of your date of hire	Sign up through the learning management system (LMS) at https://durhamnc.csod.com	Go to search for training and type in core values. This training is a series of modules that consist of short videos. There is a quiz at the end of each module.
Attend Diversity and Inclusion training Mandatory	Within 60 days of your date of hire	Sign up through the learning management system (LMS) at https://durhamnc.csod.com	Go to search for training and type in diversity; the upcoming trainings will be listed, click request and an email will be sent to your supervisor for approval.
Employee Performance Evaluation Program (EPEP) Training Mandatory	At New Employee Orientation	New employees will receive an email from HRConnect with an Activation Email w/Link – Subject: Activate your EPEP Software account	Complete training via the Learning Management System. There are videos on how to navigate the platform. https://durhamnc.csod.com 
Severe Weather Notification of Designation Mandatory	Once Supervisor/Manager completes designation and assigns task	Log-into Employee Performance Evaluation website (EPEP) system https://global.hgncloud.com/durhamnc 	Complete the task online. This will remain in the employee completed forms in the EPEP system. 

System	Location	Username	Password
<p>City U Learning</p>  <p>Learning Management System (LMS)</p>	<p>www.durhamnc.csod.com</p>	Your employee ID Number	P@ssword1
<p>Microsoft 365 to access email from your work computer or mobile device</p> <p>Please contact T.E.C.H. Point for login issues 919.560.1085 or supportdesk@durhamnc.gov</p>	<p>Outlook 365 link is https://outlook.office365.com</p> <p>Another access point is: www.durhamnc.gov select Online Services; Select Internet Email (Employee Access)</p> 	<p>Your full first legal name followed by the first 2 letters of your last name</p> <p>i.e., If your name is Mary Jackson your username would be Maryja</p>	Password1
<p>Employee Self Service (ESS)</p> 	<p>Go to www.durhamnc.gov Select Online Services, go to Employee Self Service</p> <p>Please reference the Media Center Tutorials on CODI for further instructions</p>	<p>First name initial, full last name and employee ID number (NO SPACES)</p> <p>i.e., If your name is Mary Jackson and your employee ID is 22111 your username would be Mjackson22111</p>	Last 4 digits of your Social Security Number (SSN)
<p>CODI (City of Durham Intranet)</p> <p>CODI Anywhere</p> <p>For information on all City wide and department specific information including: policies, forms, program information and various resources</p>	<p>Default webpage on Intranet Explorer or go to http://codinet/Pages/Home.aspx</p> <p>To access CODI from home/mobile device Go to: codinet.durhamnc.gov</p> 	<p>N/A</p> <p>Enter your City of Durham email address and password</p>	N/A