EMPLOYEE BENEFITS

Parking offices.

The Office of Benefits coordinates parking at the Office of Parking Services, where you may purchase a monthly pass for your vehicle. A variety of parking options are available to faculty, staff, and students at UNC Charlotte. The office of parking services is located in the Center of Excellence Building, and benefits include reduced rates for faculty and staff with valid identification. Visit the website at parking.uncc.edu for more information.

Faculty Benefits Orientation

The Office of Benefits offers a comprehensive Employee Benefits Orientation for new employees. This orientation provides an overview of the benefits available at UNC Charlotte, including retirement, health coverage, and paid time off. The orientation is mandatory for all new employees and is available both in-person and online. Visit the website at hr.uncc.edu/benefits for more information.

J. MURRAY ACIES LIBRARY

The J. Murray Acies Library is the main research library at UNC Charlotte, providing access to a wide range of resources. The library's collections include the university's complete collection of books, periodicals, and electronic resources. The library also offers a variety of services, including research assistance, citation tools, and online databases. Visit the website at library.uncc.edu for more information.

Library Instruction Classes

Library Instruction Classes are available to help faculty and students locate and use resources effectively. These classes cover topics such as finding journal articles, using library databases, and citing sources. Visit the website at library.uncc.edu/specialcollections for more information.

Employee Resources

The Office of Employee Resources offers a wide range of employee resources, including the Dual Career Couples Program, Faculty Benefits Orientation, and Faculty Research Support. Visit the website at hr.uncc.edu for more information.

NEW EMPLOYEE PROCESSING

When you arrive on campus, please visit the Department of Human Resources at 9256 Old Pine Road, Charlotte, NC 28223 to complete New Employee Processing. This includes completing your I-9 form, verifying your Social Security Number, and obtaining a work authorization letter. Please bring a photo ID and a copy of your Social Security card to this visit.
Access MY UNC Charlotte at:  
https://my.uncc.edu/  
Log in with your NinerNet credentials

1. Access MY UNC Charlotte at:
2. Click on the Direct Deposit link under the Banner Self Service menu
3. Click on the EMPLOYEE tab at the top navigation bar
4. Click on Pay Information
5. Click on Direct Deposit Enrollment and Changes
6. Review the Terms and Conditions and click CONTINUE
7. Enter your account information, select the radio button for ALL PAYMENTS, and click ADD ACCOUNT
HOW TO GET SYSTEM ACCESS

QUICK REFERENCE GUIDE - ACCEPTING THE CONFIDENTIALITY AGREEMENT

1. Access MY UNC Charlotte at:
   https://my.uncc.edu/
   Log in with your NinerNet credentials

2. Click on the Self Service Main Menu link

3. Click on the EMPLOYEE tab at the top navigation bar

4. Click on Confidentiality Agreement

5. Read the Confidentiality Agreement and click Update Agreement

Employee Information

Benefits and Deductions
View your retirement plans, Health insurance information, NC Pay Information
View your Direct Deposit Payment details, View your Earnings Tax Information
View W-4, NC-4 and Year Earnings and W-2 Information
Current and Past Jobs as of July 1, 2005
Time Off Current Balances and History
Time Sheet
Web Time Entry (WTE) (WTE Training Materials)
Web Time Entry is now fully implemented for student and non-Human Resources Training Courses complete Confidentiality Agreement

Please read and accept this Confidentiality Agreement for your employment at UNC Charlotte. Thank you.

I understand that my access to the confidential data, information, and records (hereinafter "Confidential Information") maintained in UNC Charlotte’s electronic records systems (hereinafter “Records System(s)”) is limited to my need to know for the purpose of performing my duties as a University faculty or staff member.

Confidential Information includes, but is not limited to, Social Security numbers, confidential personal records (see University Policy 101.8, Personnel Records), and student education records (see University Policy 200.1, Student Records (FERPA)).

By my signature below, I acknowledge that I have been advised of, understand, and agree to the following terms and conditions of my access to the Confidential Information contained in and System:

1. I will maintain my personal Records System password in confidence, I will not disclose it to any other person or entity others to use it.
2. I will use my authorized access to Records System Information only to the performance of my responsibilities as a University employee.
3. I will comply with all controls established by the division of Business Affairs and Information Technology Services for the use of records maintained within a Records System.
4. I will avoid disclosure of Confidential Information to unauthorized persons without the appropriate consent or permission or except as permitted under applicable University policy and/or Federal or State law. I understand and agree that my obligations to avoid such disclosure will continue even after I have terminated the employment of UNC Charlotte.
5. I will not use Confidential Information for any purpose other than the performance of my duties as a University employee.
6. I will not discuss Confidential Information with others outside of my immediate office, unless necessary to perform duties as an authorized user of the Records System.
7. I will only disclose Confidential Information to a person outside of the Records System who is authorized by the University to have access to such information.
8. I will not use Confidential Information for any purpose other than the performance of my duties as a University employee.
9. I will not use Confidential Information for any purpose other than the performance of my duties as a University employee.
10. I will not use Confidential Information for any purpose other than the performance of my duties as a University employee.

I have been given the opportunity to review Policy Statement 301.8, and the Regulations supplemental to Policy 301.8, and any questions I have had about it have been answered to my satisfaction.

Update Agreement