BOOK ORDERS FOR FALL CLASSES

Textbooks can be ordered online by visiting **facultyenlight.com**, or by calling or emailing the **Barnes & Noble at UNC Charlotte Textbook Manager** at **uncctext@uncc.edu**; 704-687-7072.

Contact the Textbook Manager also if you have a course packet to be printed or if you need copyright clearance for any course materials. Book orders for the Fall Semester (from new faculty only) should be received by the campus bookstore as soon as possible. Normal due dates for textbook orders are March 15 (Summer and Fall) and October 15 (Spring). Your Department Administrative Assistant should order desk copies directly from the publisher. If you have any textbook-related questions or concerns, contact Cheri Griffith, Bookstore Manager at **cgriffit@uncc.edu**; 704-687-7077.

INFORMATION & TECHNOLOGY SERVICES (ITS)

ITS manages a myriad of technology needs for University-wide applications, services, and infrastructure. Additionally, ITS' Center for Teaching and Learning (CTL) focuses on teaching and technologies to advance classroom learning. Click **here (itservices.uncc.edu/faculty-staff-services)** to access detailed services, particularly the Getting Started with ITS section.

- **Faculty/Staff Help Center**
  - **IT Service desk**
  - 704-687-5500 or **help@uncc.edu**

Center for Teaching and Learning (CTL)

CTL manages teaching tools, course design assistance, and professional development for teaching. It is available through the Center for Teaching and Learning, **teaching.uncc.edu**.

EMAIL

You can access your University email from any browser by visiting **gmail.uncc.edu**

Moodle

Moodle is the campus learning management system. Login and start building your courses right away by going to **moodle2.uncc.edu**. Sign up for "Back To School" New Faculty Professional Development Workshops that cover a variety of essential topics—Moodle, clickers, assessment, syllabus design, and more. To register or learn more, click this **calendar** or visit CTL's **website**.

CHARLOTTE AREA INFORMATION

For newcomers to Charlotte, please visit:

- **hr.uncc.edu/new-employees**
- **charlottesgotalot.com**
- **charlottechamber.com**
- **charlotteobserver.com/living**

RELOCATION SERVICES

Relocation services are available through Allen Tate Relocation & Corporate Services. Among the services provided and/or managed for you are: market analysis of your current home, home-finding assistance, temporary living arrangements, rental assistance, and shipment of your household goods. For more information, call **1-800-277-6901**, visit **TateRelocation.com**, or email **relocation@allentate.com**.

Additional relocation resources and information may be found on the **Human Resources** department **website** (hr.uncc.edu).

IMPORTANT FACULTY WEBSITES (all bullet titles are clickable and will direct you to the resource listed)

- **Human Resources**—first day checklist, benefits, and important information for new employees (hr.uncc.edu)
- **Faculty Development and Resources Directory**—faculty development programs, awards, grants, fellowships, handbooks, forms, governance, etc. (provost.uncc.edu/faculty)
- **ADVANCE New Faculty Resources Page**—designed especially for new faculty (advance.uncc.edu)
- **UNC Charlotte Faculty/Staff Index**—an online index to the University website especially for Faculty and Staff
- **ITS Help Center**—computer, telephone, email instructions for faculty and staff (itservices.uncc.edu)
- **ITS Training Index**—free comprehensive technology training programs (training.uncc.edu)

DEPARTMENTAL COMMUNICATION

Please remain in contact with your Department Chair for information about your course syllabi, book orders, and any equipment you might need for your classes.

The address to ship materials to your office is: *Your Name, your Department, UNC Charlotte; 9201 University City Blvd., Charlotte, NC, 28223.*

UNC CHARLOTTE

NEW FACULTY INFORMATION

The University of North Carolina at Charlotte

ARRIVING AND PARKING

ADVANCE.uncc.edu

Click **HERE (pats.uncc.edu)** for a campus parking map. **Permanent** parking **permits must be on** your **vehicle** no later than the **first day of classes** each semester (including summer sessions).

You may obtain a **permanent** faculty/staff parking **permit** by appearing in person at the Parking Services Office. Please bring your paper work from Human Resources, and your vehicle information (vehicle license plate number, make, model, color, and year). Visit early to avoid the rush or consider payment by payroll deduction and order permits **online**. Additional parking information can be found online at **parking.uncc.edu**. Access North Carolina Division of Motor Vehicle information (e.g., registering your vehicle, obtaining a NC driver's license) at **ncdot.org/DMV**.

NEW EMPLOYEE PROCESSING

When you arrive on campus, please visit the Department of Human Resources (King 222) in advance of, or *no later than your official start date to complete all necessary "new hire" paperwork. Please bring your contract and/or appointment letter as proof of your employment. During this visit, an HR representative will present you with USCIS form I-9, which requires verification of U.S. work authorization via two forms of identification. Forms of **acceptable identification** include: an **unexpired US passport**; or a **valid driver's license** (or other photo ID issued by a governmental agency), *and* an **original Social Security** card (or original/certified copy of your birth certificate). If you are not a United States citizen (F-1, J-1 Visa), please visit the International Student/Scholar Office (CHHS 202) *before* visiting Human Resources.

To ensure accurate payroll tax and retirement system reporting, the University strongly recommends that each employee present his or her original Social Security card. If possible, please bring your original Social Security card, or official proof of application, when you visit Human Resources for your initial employment processing. If you are unable to locate your card, you may apply for a duplicate card by visiting your local **Social Security Administration Office** (ssa.gov). Additionally, please be aware of the University's direct deposit requirement for all payment types. Please bring valid bank account information or a check marked 'Void' when you visit Human Resources.

During your initial employment processing, you will be provided with a packet of documents for your review and completion. Included: USCIS form I-9, W-4 and NC-4 tax forms, Employee Status under Retirement Reemployment Laws certification form, personnel profile information sheet, and patent agreement. All required paperwork may be accessed from **hr.uncc.edu** prior to your arrival. When you have completed all required documentation, you will be issued authorization to obtain an employee identification card and on-campus parking privileges (if so desired). An HR representative will provide directions to the ID and Parking Offices.

EMPLOYEE BENEFITS

UNC Charlotte offers a comprehensive Employee Benefits Package, which includes retirement, health coverage, and pre-tax flexible spending. After completing your I-9 form with Human Resources, please pick up a benefits packet from the Benefits Office (207 King).

Bring this information packet to the Human Resources **New Faculty Benefits Orientation in August**, where your benefit choices will be discussed. If you are hired after the August orientation, you will need to set up a meeting with a benefits counselor. **You have 30 days from your start date to select your insurance benefits, and 60 days to elect your retirement plan.** For additional information regarding benefits, visit:**https://hr.uncc.edu/benefits**

DUAL CAREER COUPLES PROGRAM

The Dual Career Couples Program provides assistance to the employment needs of relocating couples. To learn about the services provided, visit the **Dual Career Couples** website. For assistance, please contact the Program Coordinator in Human Resources at 704-687-0644.

J. MURREY ATKINS LIBRARY

Teaching and research in today's complex information environment demand an academic library that pays attention to what faculty members need to do their work. For example, digital collections have significantly increased this past year, offering more new titles, backfiles and full text articles. In addition to the growing collections' strength, there are several other resources at the faculty's disposal:

Librarian Liaisons – A highly qualified group of Librarians, not only proficient in academic research and information science, but who can also **provide subject specific expertise** for every course offered here. In addition, they provide class web page assistance, course research help, and more. To find the appropriate Librarian Liaison, visit **library.uncc.edu**, then select the "Librarians" tab on top of the main search box.

Copyright Expertise – Peggy Hoon, our nationally recognized copyright expert and consultant, provides faculty with critical, accurate information in regards to publishing work, appropriate course material implementation, fair use, and much more. Visit **library.uncc.edu/copyright** for details.

Atkins Express – Have the library bring materials to you! Books can be delivered to your office, and articles from the library's print and microfilm collections can be scanned and sent to your desktop. See the following link to **request a delivery or get more information.**

Course Reserves – Staff members assist faculty in placing course materials on electronic, audio, or traditional print reserves for classes each semester. Staff review reserve materials for copyright compliance and inform faculty

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members which items may or may not be placed on reserve. Click the link to learn more about **Faculty Course Materials Reserves.**

Library Instruction Classes – Students will learn current research best practices, as well as an introduction to other available resources for your assignments. Typically incorporated into a scheduled class day; however, other arrangements can be made. Contact your Librarian Liaison to learn more and/or to organize a class session.

Special Collections – Located on the 10th floor of the library's tower, search through thousands of books, manuscripts, maps, and other items to supplement your curriculum. Classes also welcome. Visit their website at: **library.uncc.edu/specialcollections**

RESEARCH

The Office of the **Vice Chancellor for Research** and **Economic Development** offers a wide range of services to help faculty seek funding and manage grants and contracts. Visit their website at **research.uncc.edu.**

The **Office of Proposal Development** will work with you on funding source searches and a wide range of proposal development issues. Contact Lesley Brown at 704-687-1880 or **labrown@uncc.edu.**

The **Office of Research Services and Outreach** can help you with the mechanics of budget development and proposal submission, as well contracting, and project management. Contact Ellen Zavala at 704-687-1881 or **eezavala@uncc.edu.**

The **Office of Research Compliance** can help you with animal and human subjects review and biosafety or export control issues. Contact Dixie Airey at 704-687-1876 or **dsairey@uncc.edu.**

The **Office of Technology Transfer** identifies, protects, and commercializes university research and intellectual property and works closely with faculty, students, and staff to help bring new technology and innovation to market. Contact Carl Mahler at 704-687-8016 or **cmahler@uncc.edu.**

The **Office of Grants and Contracts Administration** is responsible for the contract management functions and fiscal management of sponsored funds. Contact Lou Harrell at 704-687-1890 or **m.harrell@uncc.edu.**If you have a question or a problem with a grant proposal, contact Lesley or Ellen. If you have a question or a problem with an award, contact **grants-contracts@uncc.edu** or 704-687-1889. No research problem is too big or too small — they have answers. Vice Chancellor Robert Wilhelm's door is always open, so feel free to contact him as well.

HOW TO GET PAID

UNC CHARLOTTE

1 Access MY UNC Charlotte at:

https://my.uncc.edu/

Log in with your **NinerNet** credentials

MY UNC CHARLOTTE | Student Employee Faculty Log out
my
EMPLOYEE
ESSENTIALS

Web Authentication @ UNC Charlotte

NinerNET ID: ⓘ

Password:

Log In

Forgot your password?

Use of this service is conditional on compliance with the University's Computing Network Policies

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

2 Click on the **Direct Deposit** link under the **Banner Self Service** menu

Banner Self Service

Self Service Main Menu

» Pay Stub
» Web Time Entry
» Direct Deposit

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

Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION   STUDENT SERVICES / STUDENT ACCOUNTS   FINANCIAL AID   **EMPLOYEE**

4 Click on **Pay Information**

Employee Information

Benefits and Deductions
View your retirement plans, Health insurance information, NC Flex information, and mi

Pay Information
View your Direct Deposit Payment details; View your Earnings and Deductions History;

5 Click on **Direct Deposit Enrollment and Changes**

Pay Information

Direct Deposit Payment Details
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**

Choose Applicable Payment Type: Choose the payment description below tha Payments" should be selected unless you would like to establish a different bank acco and click "Add Account".

- **All Payments** - Select for all payments (payroll and account payable) to be depos
- **Payroll (employee salary and wage payments)** - Select only if you wish for y Payments.
- **Accounts Payable (student refunds, travel and expense reimbursements)** account than your Payroll payments.

Add Account

💬 **NEW ENROLLMENT:**

Employee and Student Agreement: I understa reimbursements, student refunds, and net fin inactivating all direct deposit accounts in Self

I acknowledge that electronic payments to th (OFAC). I affirm that the entire payment amo

If UNC Charlotte deposits funds to my accoun my responsibility to verify deposits on a per

I understand that it is my responsibility to no transmit my payment electronically based on only provide a replacement payment AFTER t

CHANGE TO CURRENT ENROLLMENT:

Changes to account information will be effect

By clicking on "Continue" below I agree to the

Continue   Return to Main Menu

HOW TO GET SYSTEM ACCESS

UNC CHARLOTTE

1 Access MY UNC Charlotte at:

https://my.uncc.edu/

Log in with your **NinerNet** credentials

MY UNC CHARLOTTE | Student | Employee | Faculty | Log out

my

EMPLOYEE
ESSENTIALS

Web Authentication @ UNC Charlotte

NinerNET ID:

Password:

Log In
› Forgot your password?

Use of this service is conditional on compliance with the University's Computing Network Policies.

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

Banner Self Service

Self Service Main Menu

2 Click on the **Self Service Main Menu** link

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

UNC CHARLOTTE Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION | STUDENT SERVICES / STUDENT ACCOUNTS | FINANCIAL AID | EMPLOYEE

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 completed

Confidentiality Agreement

4 Click on **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 personnel records (see University Policy 101.8, Personnel Records), and student education records (see University Policy 402, 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 authorize others to use it.
2. I will use my authorized access to Records System information only in the performance of the responsibilities of my position 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 obligation to avoid such disclosure will continue even after I leave the employment of UNC Charlotte.
5. I will exercise care to protect sensitive information against accidental or unauthorized access, modifications, disclosures, or destruction.
6. When discussing Confidential Information with other employees in the course of my work, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such Confidential Information.
7. I understand that any violation of this Agreement or University Policy Statement #102, "Data and Information Security", will result in immediate termination of my access to Records Systems and may result in disciplinary action, including dismissal from employment, as well as criminal penalties or civil liability.

I have been given the opportunity to review Policy Statement 311.8. and the Regulations supplemental to Policy Statement 311.8, and any questions I have had about it have been answered to my satisfaction.

5 Read the Confidentiality Agreement and click **Update Agreement**

Update Agreement