

FULL-TIME NEW EMPLOYEE CHECKLIST

YOUR CFCC EMPLOYEE ID#	YOUR CFCC USERNAME:	YOUR CFCC EMAIL:
TODAY		
Obtain your parking pass	Go to the Cashier window to obtain your parking pass in the Union Station Building downtown or in the McKeithan Center at the North Campus.	<input type="checkbox"/>
Obtain your CFCC Employee ID Card	Go to the Cashier window to obtain your employee ID card. You will need this ID to access the parking deck downtown. Don't forget - Use your ID card for discounts at local businesses!	<input type="checkbox"/>
Login to myCFCC	Follow the instructions on how to login to myCFCC in your FAQ packet. Login to start accessing CFCC email, Blackboard, and more!	<input type="checkbox"/>
Sign up for CFCC Alerts	Follow the instructions in your FAQ packet to register and receive CFCC campus alerts	<input type="checkbox"/>
YOUR FIRST 30 DAYS – ENROLL IN BENEFITS		
Choose your State Health Plan option	Visit https://shp-login.hrintouch.com/ to enroll or call the State Health Plan at 855-859-0966. Username: First name, the first initial of your last name and the last 4 digits of your SS#. Password: your full SS# with no spaces or dashes <i>For more information visit: https://cfcc.edu/human-resources/current-employees/benefits/</i>	<input type="checkbox"/>
Choose your optional benefits	Visit https://harmony.benselect.com/cfcc to enroll or call Pierce Group Benefits at 888-662-7500 User Name: SS# with or without dashes PIN: Last 4 numbers of your Social Security Number followed by last 2 numbers of your Date of Birth Year (ex. 678970) <i>For more information visit: https://cfcc.edu/human-resources/current-employees/benefits/</i>	<input type="checkbox"/>
DURING YOUR FIRST FEW WEEKS		
IT Services Training	IT Services holds training sessions for new employees. These sessions are to help you navigate CFCC's computer network and services. To schedule an appointment, contact Robert Carter, Desktop Support Manager, at (910) 362-7195 or rlcarter396@mail.cfcc.edu . This is an optional service.	<input type="checkbox"/>
SafeColleges Training	Watch for an email from SafeColleges regarding completing your new hire compliance training. Please complete all training videos in a timely manner.	<input type="checkbox"/>
Invitation to Board meeting	Watch for an email from Human Resources inviting you to attend the next Board of Trustees meeting.	<input type="checkbox"/>
AFTER YOUR FIRST PAYCHECK AND THEREAFTER		
Choose beneficiaries	Visit www.myncretirement.com . Click on the ORBIT logo and register your account. Once you have ORBIT access, you may input your beneficiaries for your retirement contributions and your death benefit.	<input type="checkbox"/>
View your pay stub	You may view your pay stub (and your W-2) via Webadvisor. Visit http://my.cfcc.edu , log-in, click on Webadvisor, then Employees, then Pay Advices.	n/a
Contact HR with questions	We are always available to answer your questions! Contact us at 910-362-7312 or at hr@cfcc.edu . You may also find helpful information on our HR Intranet page: https://my.cfcc.edu/group/human-resources	n/a