



Division:	Human Resources (HR)
Title:	Standard Operating Procedures
Procedure:	Payroll - New Hire
Original Effective Date:	5/17/05
Revised Effective Date:	

Procedure:

1. Review employment application to ensure every section has been completed and the application signed and dated.
2. Verify that approval to hire has been received. A Personnel Action Request form with authorized signatures must be received prior to payroll processing. A signed Offer of Employment Letter with an authorized signature must be sent to the new hire. In some agencies the letter is generated and mailed by Human Resources, and in other agencies it is generated and mailed by the hiring manager with a copy to Human Resources.
3. Make a copy of the application, complete cover sheet and forward to: Office of State Personnel, 116 West Jones Street, 1331 Mail Service Center, Raleigh, NC 27699-1331. Cover sheet should be on letterhead and include: TO, FROM, DATE, EMPLOYEE NAME, SS# and a message to read DIRECT ENTRY TO BE SCANNED.
4. In PMIS (Personnel Management Information System), complete PD-105. Review the PMIS Manual, Personnel Forms-Direct Entry System Section for instructions for processing the PD-105. Send an electronic copy of the PD-105 to Payroll (PAY). You may download manual from website: www.osp.state.nc.us under Division & Services.
5. Forward originals of the W-4, NC-4 and direct deposit form to the DHHS Controller's Office/Payroll, 2020 Mail Service Center, Raleigh, NC 27699-2020.
6. Retain copies of all forms in personnel file under Benefits Section.