

INSTRUCTIONS FOR SCOTLAND COUNTY NEW EMPLOYEE ORIENTATION

We have an on-line benefit enrollment process for new employees to do on their own at any time at home or on the job (*if they do not have computer or internet at home*). There are some time constraints in completing some of these documents as explained below. You may simply go to the county website. Scotland County Website: <https://www.scotlandcounty.org/>. Now let's begin.

- On the first page, hover over *How Do I* then click *New Employees*. In the RED vertical bar on the left, you will see four (4) topic headings: Initial Forms, Benefits Enrollment, Retirement Enrollment, and Policies Overview. You must complete everything under each link to complete your orientation process.

INITIAL FORMS

- Click on *Initial Forms* and where you see *First Things First*, click the Red button to complete the *New Employee Information* which includes: *Personal Information, the NC State & Federal Tax Withholding, and Direct Deposit forms*. Please note that a copy of a voided check or a Direct Deposit form printed from your bank must be uploaded with these documents.
- The next section below is *Eligibility*, click the RED button *to complete your Form I-9*. Please review the *Acceptable Documents* link and be prepared to present them on the first date of employment.
- If the employee will be driving a County vehicle, they need to click the driver icon and complete the Driver Disclosure form.

BENEFITS ENROLLMENT

- Go back to the RED vertical bar on the left and click onto *Benefit Enrollment*. Select each link to view tutorials and other information for all benefits. Click the Rates Tabs to view Health and Dental Rates. Take note of the Voluntary Term Life Rates provided. Any amount chosen OUTSIDE of the yellow area for Employee or Spouse coverage will need approval from Principal Underwriting.
- Select *Enroll Now*. This is an "All in One" benefit enrollment form for Health, Dental, Basic Dependent Life Insurance & Voluntary Term Life Insurance.
 - **SUPPLEMENTAL BENEFITS NOTE:** After your hire date, you will receive an email from BenSelect as Scotland County Government. This email contains the link and login information for our Mark iii Benefits. Please make any elections or waivers for the supplemental products within 30 days of hire.
 - For the Basic Dependent Life or Vol Term Life, you choose **ELECT** or **DECLINE**.

If you choose **Basic Dependent Life** OR **Voluntary Life Insurance**, Please include the following:

1. *Name of Dependents,*
 2. *Date of Birth,*
 3. *Social Security Number,*
 4. *Gender,*
 5. *Relationship,*
 6. *Check the box that corresponds to the benefit(s) you want each dependent added,*
 7. *Voluntary Term Life amount – Add the desired amount in the space provided. For spouse or child coverage, you MUST elect Employee coverage at an amount greater/equal to the spousal amount. Child VTL is either \$2,500, \$5,000, or \$10,000 dollar increments.*
- Next, Select the *HSA* button to complete the Healthcare Savings Account (HSA) Deduction Authorization form. **REMEMBER:** You must open a new HSA account with your bank or use an existing HSA bank account. This is a Separate account from your direct deposit which is used for your monthly payroll check. Once the account is opened, give the newly opened HSA banking form/document to your department contact to forward to Human Resources.
 - Next, Select the *Beneficiary* button to complete the beneficiary designation for your county-paid Basic life insurance coverage of \$10,000 in Section 1. If you elected Voluntary Term Life, complete Section II on page 2. This is the beneficiary information for the Vol Term Life insurance policy.

RETIREMENT ENROLLMENT

- Go back to the RED vertical bar on the left and select *Retirement Enrollment* to review the tutorials and benefit highlights for the Local Governmental Employees' Retirement System (LGERS) and the NC Supplemental Retirement Plans, NC 401(k) and NC 457 Plans.
- If you choose to enroll in the NC 401(k) or 457 Plans, you may do so online at www.NCPlans.Prudential.com. You may also email Kelly Martindale, Retirement Education Manager, at kelly.martindale@prudential.com. You may schedule a one-on-one virtual session with her. If needed, she can be reached at (919) 280-2461.

POLICIES OVERVIEW

Go back to the RED vertical bar on the left and select *Policies Overview*. Here you will receive an overview of County personnel policies. There is a link to view the full policies in their entirety and there is a condensed audio/visual tutorial broken up into 3 parts.

Each employee is responsible for reviewing and complying with these policies.

- After your review, click the *Acknowledgment icon with the pencil*. This will take you to the electronic policy acknowledgement form. Please print your name and electronically sign and submit.

YOUR ORIENTATION IS COMPLETE!!!

- Please note that all policies and benefit information are available on the Employee Portal. If you are assigned a County Email Address, you will receive an email from Civic Plus, for the County website Employee Portal to set up your User Name and Password. This activation link is time limited so please complete this as soon as you receive it.

QUICK RECAP – What HR needs within 3 days of Hire

THE COMPLETION OF FORM I-9 MUST BE DONE WITHIN **3 BUSINESS DAYS** OF YOUR HIRE DATE. PLEASE BRING YOUR APPROPRIATE DOCUMENTS FOR EMPLOYMENT VERIFICATION ON YOUR FIRST DAY OF EMPLOYMENT.

QUICK RECAP – What HR needs within 30 days of Hire

- All initial documents listed above (Bank document or voided check for Direct Deposit)
- Online benefits enrollment form completed
- Online HSA Authorization form completed (HSA bank information – given from your bank)
- Policy Acknowledgement signed and returned
- For EMS/911 Employees only: Please return the Signed Modified Half-time Method of overtime calculation acknowledgement form.
- For Sheriff/Jail employees only: Please return the Signed Sheriff's Overtime calculation acknowledgement form.

Thank you and Welcome to Scotland County!

Susan Sanders, Human Resources Director

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