

Completing the Onboarding Packet in DocuSign

Contact us:

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In this Job Aid, we will highlight the documents of a Temporary Solutions New Hire Onboarding Packet and I-9 Packet. Two DocuSign envelopes will be initiated and sent by the Placement Counselor with Temporary Solutions. It will be sent to the Temporary Employee Candidate along with the agency’s Human Resources Representative by email. **Currently, DocuSign works the most efficiently accessing from a computer or the DocuSign app.**

The Temporary Employee will receive the following forms in the first envelope automatically generated email from DocuSign. The Temporary Employee will be asked to complete the following forms for an Onboarding Packet

1. Employment through Temporary Solutions
2. State Application – PD107
3. Emergency Contact Form
4. Use of Temporary Solutions
5. Equal Employment Information
6. Direct Deposit Form
7. W4 Tax Form
8. NC-4 EZ Form

The Temporary Employee Candidate will receive the second envelope from DocuSign for the Employment Eligibility Verification I-9. This is separate due to the federal guidelines on storing I-9 forms and documents:

9. Employment Eligibility Verification I-9 Form (and Foreign Nationals Data for if applicable).

Once the employee has completed their portion, the DocuSign packet will then be sent to the Human Resource Representative for the agency. An email will be received by the HR Rep to access the two envelopes. The HR Rep will review the packet in its entirety. Along with reviewing, the HR Rep will be asked to sign and date the following forms in the first envelope:

1. Sign and date the Use of Temporary Solutions Form
2. Provide the employee’s correct first date of employment on the W-4 form.

The Human Resources Representative will be asked to complete the following forms in the second envelope:

- Section 2 of the Employment Eligibility Verification I-9 Form to include uploading documents from either List A or List B and C.

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