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|  |  | **FINANCE & OPERATIONS DIVISION**  Service Center of Excellence  CAMPUS BOX 1920  CHAPEL HILL, NC 27599-1920  https://fo.unc.edu/sce/ |
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<<*Date*>>

Dear <<*Employee Name*>>:

I would like to welcome you to the Division of Finance and Operations Service Center of Excellence (SCE). Effective <<*Date*,>> you will be working with the <<Functional Area>> team under [the supervision of <<*Supervisor Name*>> OR [my supervision] and your annual starting salary will be <<*Salary*.>>

The SCE provides the Division of Finance and Operations (F&O) with efficient and effective financial and operational services, focused on unit level needs, coupled with university priorities. We take pride in having in each service delivery area a team of highly skilled professionals who are extremely knowledgeable of our F&O departments and who are also subject matter experts in their respective functional areas. We work together as a team to deliver exceptional services that add significant value to operations.

We strive each and every day to provide the best service possible to help those who rely on us to be as successful as they can be by focusing on five guiding principles:

* Service Excellence
* Innovation and Continuous Improvement
* Teamwork
* Healthy, High-Performance Culture
* Prudent Management and Leadership

You will be a valuable addition to our team as we support the University of North Carolina at Chapel Hill in its mission to serve all the people of the state, and I am looking forward to working with you and to the contributions you will make to the SCE. I invite you to familiarize yourself with the [SCE Employee Guide](https://fo.unc.edu/sce/staff-resources/sce-employee-guide/) available on our website. You can access the guide by going to <https://fo.unc.edu/sce/staff-resources/sce-employee-guide/>. I also invite you to familiarize yourself with the [Flexible Work Arrangements Pilot Project](https://finance.unc.edu/staff-resources/flexible-work-arrangements-pilot-project/) that the Finance and Budget and SCE departments have been approved to participate in, effective July 19, 2021. To access information about that project, go to

<https://finance.unc.edu/staff-resources/flexible-work-arrangements-pilot-project/>.

**It is extremely important for you to create an “ONYEN” as soon as possible prior to your first day of work**. “ONYEN is an acronym for the “Only Name You’ll Ever Need. An ONYEN is a UNC-Chapel Hill campus-wide identifier that allows access to various electronic resources on campus. To create your ONYEN, go to <http://its.unc.edu/services/onyen-services/>, then click on “Create or Reactivate Onyen” and follow the steps. You will need your Personal Identification Number (PID#,) which is <<*#,*>> to create your ONYEN. Please send your ONYEN to <<*email address*>> as soon as you create it so that I can arrange with IT to set up your computer before you begin work.

As a reminder, you are scheduled to attend New Employee Orientation (NEO) via Zoom on <<*Day, Date*>>. The University’s Office Of Human Resources will send you the details of this virtual orientation session by email. Following NEO, follow up with [me] OR [your supervisor] about your schedule for the rest of the afternoon.

Again, I welcome you to our staff. It is my sincere hope that you find your work experience in the Service Center of Excellence enjoyable, challenging and rewarding.

Sincerely,

<<*Executive Director or Supervisor Name*>>

<<*Title*>>