

NC DOT IT Leadership:

Welcome to the NC Department of Information Technology! We are excited that you and your staff are joining our team. We consider IT optimization to be a great opportunity to improve the IT services provided to state agencies, external partners, and citizens of North Carolina. The Human Resources Division of NC DIT looks forward to providing daily support to the IT professionals working on behalf of the State's transportation programs.

Our HR Division has been working for months to prepare for your arrival. We have built effective working relationships with NCDOT IT leadership, NCDOT Human Resources, the Office of State Controller, and the Office of State Human Resources through planning and communications meetings. Our goal is to ensure a smooth transition for all DOT IT positions and employees transferring to NC DIT. The optimization project is the top priority for our HR Division.

Our HR Division has been transformed over the past six months. We have grown from eight full-time positions to thirteen. We have filled five HR vacancies since January, and are in the recruitment and selection process for our last three vacancies. A copy of our current organizational chart is included and can also be found [here](#).

Through our partnerships with DOT HR and OSC, we have analyzed differences in payroll, benefits, HR policy, and time entry/leave accrual. The most significant change will involve moving from bi-weekly payroll to monthly. All DIT employees are paid on the last work day of each month. Therefore, you can expect to receive your first paycheck as a DIT employee on July 31, 2018. The same direct deposit process currently in place will continue to be used. We encourage you to help us communicate this change to all employees. We have attached an analysis of benefits and the leave accrual process between the two agencies. Please visit the [DIT optimization website](#) for information about the similarities and differences regarding payroll, benefits, HR policy, and time entry/leave accrual.

DIT HR will conduct meet-and-greet sessions with DOT IT staff. We will provide an overview of DIT HR services, introduce DIT HR staff, and provide time for questions and answers. Following is the schedule for the meet-and-greet sessions:

Thursday, May 17	1:30 – 3:30 p.m.; New Hope Center (Conference Rooms 437 and 438)
Thursday, May 24	10:00 a.m. – noon; New Hope Center (Conference Rooms 435 and 436)
Wednesday, June 6	1:30 – 3:30 p.m.; Century Center (Hydraulics Conference Room)
Thursday, June 7	1:30 – 3:30 p.m.; Century Center (Hydraulics Conference Room)
Thursday, June 14	2:30 – 4:30 p.m.; Highway Building Auditorium.

It is necessary for DOT IT employees to complete a few forms during optimization. All required forms are located [here](#). Please encourage all employees to visit this link, print, and complete the

forms. Completed forms should be submitted to DIT HR at one of the meet-and-greet sessions. Please note that some forms require the signature of the immediate supervisor.

As DOT IT staff members become part of NC DIT, our division is committed to providing timely and efficient support and service. Contact information for all DIT HR staff can be found [here](#). Please do not hesitate to contact us for any matter related to the optimization process.

I am looking forward to our partnership!

Kind regards,

Joey Harrison

Joey Harrison
NC DIT Human Resources Director

<https://it.nc.gov/dit-and-dot-together>