

College of Education and Human Sciences New Hire Paperwork Instructions

Below are instructions for filling out new hire paperwork to get you set up in the payroll system. Required forms can be downloaded from this website:

<http://cehs.unl.edu/cehs/cehs-business-center/>

("Employee Links" tab on the website)

Please make sure all **ORIGINAL** forms/additional document copies are returned within 3 business days of employment

NOTE: Scanned copies cannot be accepted

Return your paperwork in person or via U.S. Mail to:

- | | | |
|--|-----------|--|
| <input type="checkbox"/> Lynette Windhorst
123 Home Economics Bldg.
University of Nebraska (East Campus)
Lincoln, NE 68583-0800
lwindhorst2@unl.edu
402-472-4729 | OR | <input type="checkbox"/> Tammie Herrington
221 Mabel Lee Hall
University of Nebraska (City Campus)
Lincoln, NE 68588-0234
therrington1@unl.edu
402-472-2390 |
|--|-----------|--|

Appointment Information

Name _____

First Working Day _____

Department/Person working for _____

Students Only: # of credit hours _____

registered for current semester _____

Personal Data Form

Complete as much as possible on the form. It is important that we have a work address and work phone. Sign and date the form.

Direct Deposit Agreement

Complete form and provide a copy of a voided check or financial statement from your bank listing the bank routing number and your account number. Deposit slips cannot be accepted. Sign and date the form.

I-9 Form

Complete Section #1; sign and date. Provide a copy of document(s) from Section #2, List A **OR** List B AND C.

Note: We cannot accept expired documents for Section #2

Note: NO CROSS-OUTS; if you make an error, please print a new form and fill out

Social Security Card

A signed copy of your social security card is **REQUIRED** for employment regardless of the documents provided for the I-9 form.

W-4

Complete the bottom portion of the form Lines 1 through 7

Sign and date for form.

Note: If you are claiming exemption on Line 7, make no entries on Lines 5 or 6

Note: NO CROSS-OUTS; if you make an error, please print a new form and fill out

Student Worker Agreement

Only required for student hourly positions

Complete, sign and date the forms.

Instructions continued on page 2

International Employees Only

Please complete the following two forms if you are an international student/employee.

Please read the instructions carefully, as there are different instructions for Residents of Mexico, Canada, South Korea or U.S. Nationals

There may be additional forms to complete; you will be contacted if additional forms are needed.

PLEASE NOTE: You must sign all documents in English

NRA W-4

Complete the bottom portion of the form Lines 1 through 7

Sign and date the form.

Please note the special instructions on the form:

- 1) Check "Single" regardless of your marital status
- 2) Enter a "1" on Line 5 - **depending on country of origin - see instructions**

Note: NO CROSS-OUTS; if you make an error, please print a new form and fill out

Foreign National Data Form

Complete all information; sign and date form. If you need additional space for multiple entry and exits, print additional forms.

You will also need to provide a copy of your passport and visa(s)/I-94(s) showing the date stamps for each of the entry and exits listed on this form.

Students: You will also need to provide a copy of your current I-20