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:

☐ Lynette Windhorst  OR  ☐ Tammie Herrington
123 Home Economics Bldg.  221 Mabel Lee Hall
University of Nebraska (East Campus)  University of Nebraska (City Campus)
Lincoln, NE  68583-0800  Lincoln, NE  68588-0234
lwindhorst2@unl.edu  therrington1@unl.edu
402-472-4729  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
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.

- **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.