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/

Please make sure all ORIGINAL forms/additional document copies are returned within 3 business days of employment (scanned copies cannot be accepted)

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

<table>
<thead>
<tr>
<th>TMFD, NHS, SECD, All Students</th>
<th>TLTE, CYAF, EDPS, EDAD, Dean's Office, Non-students</th>
<th>NE Center for Research on CYFS Non-students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Thompson Goodrich 123 Home Economics Bldg. University of Nebraska (East Campus) Lincoln, NE 68583-0800 <a href="mailto:sgoodrich3@unl.edu">sgoodrich3@unl.edu</a> (254)716-8252</td>
<td>Tammie Herrington 221 Mabel Lee Hall University of Nebraska (City Campus) Lincoln, NE 68588-0234 t <a href="mailto:herrington1@unl.edu">herrington1@unl.edu</a> 402-472-2390</td>
<td>Katie Steffen 160 Whittier University of Nebraska Lincoln, NE 68583-0858 k <a href="mailto:steffen3@unl.edu">steffen3@unl.edu</a> 402-472-4894</td>
</tr>
</tbody>
</table>

- **Appointment Information**
  - Name
  - First Working Day
  - Department/Person working for
    - **Students Only**: # of credit hours registered for current semester

- **Personnel 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

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**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.

- **NRA W-4**
  Complete the bottom portion of the form Lines 1 through 7
  Sign and date for 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 all passports showing the dates stamps for each of the entry and exits listed on this form.