

**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/>

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:**

TMFD, NHS, SECD, All Students

Mary Miesbach  
123 Home Economics Bldg.  
University of Nebraska (East Campus)  
Lincoln, NE 68583-0800  
[mmiesbach2@unl.edu](mailto:mmiesbach2@unl.edu)  
(402) 472-4729

OR

TLTE, CYAF, EDPS, EDAD, Dean's Office, Non-students

Tammie Herrington  
231B LPH (Pound Hall)  
University of Nebraska (City Campus)  
Lincoln, NE 68588-0364  
[tammie@unl.edu](mailto:tammie@unl.edu)  
(402) 472-2390

OR

NE Center for Research on CYFS Non-students

Katie Steffen  
160 Whittier  
University of Nebraska  
Lincoln, NE 68583-0858  
[ksteffen3@unl.edu](mailto:ksteffen3@unl.edu)  
(402) 472-4894

**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.

**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

**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

**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.

**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.

**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 form  
**You will also need to provide all passports showing the dates stamps for each of the entry and exits listed on this form.**