***CEHS Highlights/Updates***

***February 2018***

* Identity Verification – per Federal Homeland Security Policy, we are required to verify a new employees’ identity and ability to work within the U.S. within 3 days of their start date. Offer letters should not be issued after their start dates. In the rare event of unforeseeable circumstances in which we are unable to verify an employee’s identity within 3 days, the department will be responsible for completing section 2 of the I-9.
* Background Checks – all background checks are processed through the Business Office for employees (including student workers) or Sara Skretta’s office for students not entered into payroll. Because there is a difference between the background checks run by each office, new student workers needing a background check will need to have an additional background check run by the Business Office regardless of whether Sara Skretta’s office has previously run one.
  + DHHS Background Check are required any time an employee or volunteer is working with minors on or off UNL property.
* Moving Expenses for New Faculty – moving forward to ensure compliance with new U.S. Tax Law, reimbursement for relocation and moving expenses will be processed through payroll and appear on faculties’ paycheck as taxable income. Jenny Gilmore is the new contact for relocation services within the CEHS Business Office.
* We will be separating the templates for Graduate Assistantships and Fellowships moving forward due to a new university process for paying each. Payroll will continue to process graduate assistantships and non-resident alien fellowships for tax reasons, however student accounts will process all domestic fellowships separately. Please refer to the new templates.
* Please make sure every GA offer letter sent to the Business Center for processing includes:
  + Copy that contains all signatures (department chair and student)
  + Student’s NU ID
  + Student’s given name if also use a ‘known as’ name
  + States if the offer is for a Teaching or Research Assistantship
  + Graduate Teaching Assistantship offer letters MUST use the semester dates as published in the Guidelines for Graduate Assistantships (“green memo”)
* If a student is graduating and will continue to work in the department, please let the Business Center know as their status needs to be changed in Payroll; can no longer be paid as a student (either hourly or as a GA).
* When GA funding is not from a CEHS department, please do NOT do the offer letter or send to the Business Center to process the PAF. The department that is providing funding should prepare the offer letter and the PAF.