

**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 here:**

**CEHS Business Center - East Campus**  
**Human Sciences Building (HSB) 123**  
**Lincoln, NE 68583-0800**  
For questions please contact us at [CEHS-HR@unl.edu](mailto:CEHS-HR@unl.edu).

**Appointment Information**

**Name** \_\_\_\_\_

**First Working Day** \_\_\_\_\_

**Department/Person working for** \_\_\_\_\_

**Personnel Data Form**

Complete as much as possible on the form to include your name, birthdate, contact informatino, permanent address, ethnicity, and race. Sign and date form at the bottom.

**I-9 Form**

Complete Section #1; sign and date. Please bring ORIGINAL documents from List A or List B AND C when you arrive with your paperwork. We will need to view and make copies of original documents BEFORE you can start work.

**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 - Federal**

Complete Steps 1 through 5 on the Form  
Sign and date form.  
**Note:** For more information on how to complete the form please visit [www.irs.gov/W4App](http://www.irs.gov/W4App)  
**Note:** NO CROSS-OUTS; if you make an error, please print a new form and fill out

**W-4 - Nebraska**

Complete the top portion of the form starting with your name and through the signature line.  
Sign and date form.  
**Note:** Unless you are claiming exempt on Line 3, Line 1 must have a whole number designating your selected allowances and CANNOT be left blank.  
**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.

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## **International Employees Only**

Please complete the following two forms if you are an international student/employee.  
There may be additional forms to complete; you will be contacted if additional forms are needed.

### **Work Eligibility Documentation**

Please bring your work eligibility documentat (i.e. work visa).

Please bring your social security card or proof that you have applied for a social security card with the Social Security Administration.

### **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.**