New Hire Paperwork Cheat Sheet

What you need them to bring:

1- Driver’s License or Passport
   a. If they do not have one of these- see me as there are other options

2- US Social Security card- Required by UNL for hire.
   a. If they do not have one, they must bring you a receipt from the SS Office saying they have applied for one.
   b. Having just a number does not meet requirements.
   c. Do not delay paperwork until they have received the number or actual card. Just the receipt is sufficient

3- Voided check or letter from bank with routing and account numbers for direct deposit

4- If a Non Resident Alien “NRA” (meaning someone who is not a US citizen)
   a. Copy of current I-94
      i. If they do not have one, you can get it for them at [https://i94.cbp.dhs.gov/i94/request.html](https://i94.cbp.dhs.gov/i94/request.html) with their passport info
   b. Copy of all US Visas (Located in the passport)
   c. I-20, DS-2019 or Permanent Resident Card (this proves authorization to work)

Paperwork you/they need to complete:

1. Offer Letter (copy must be attached unless undergrad student worker)
2. PAF
3. PDF- Personal Data Form
4. I-9 Form
5. W-4 (Note if a NRA, they need to complete the NRA W-4 form)
6. Direct deposit form
7. If an undergrad student worker, they need to complete the Student Worker Agreement Form
8. If a Regular Hourly employee (not a student) they need to complete the Comp Time Agreement

If they are citizens of a country other than the US, they also need to complete the following:

1. Foreign National Data Form
2. NRA W-4 (note above)
3. Check to see if they have a tax treaty for their country
   a. If yes, they need to complete the tax treaty form for that country
   b. If yes, they need to complete the 8233