

# Adding an Employee to Payroll Form

## Payroll Form Instructions

**Supervisor:** Email, mail, or deliver completed form to Jon Rife, 237k North HarH, EC 0972

**Employee:** Contact Jon Rife, 402-472-0833, jrife3@unl.edu,  
237k North HarH, EC 0972 for assistance completing new hire paperwork

## Documents New Employee is required to bring with them for Hiring Process

**Employee:** Original social security card and a photo ID (i.e. driver's license)

**For Payroll Direct Deposit:** Blank/voided check or bank statement

**Non-Resident Aliens:** Immigration documents

## Background Checks

HR guidelines now require background checks on all regular staff and temporary staff, along with any student that has access to confidential or sensitive information. Employment is contingent on a successful background check.

<b>ORG UNIT:</b> <input type="radio"/> Coop <input type="radio"/> ESP <input type="radio"/> NFS <input type="radio"/> NSA <input type="radio"/> SNR <input type="radio"/> Stats <input type="radio"/> Survey	<b>Classification Info</b> (NRBC use only)
<b>Cost Object:</b> _____	
<b>Project PI:</b> _____	
<b>PI Phone:</b> _____	
<b>Position Title:</b> <input type="radio"/> O/S On Call <input type="radio"/> O/S Temp <input type="radio"/> Other Hourly <input type="radio"/> Student Worker <input type="radio"/> Work Study	
<b>Requested Salary Per/Hour:</b> _____	<b>Drive on University Business</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Number of Hours Worked Per/Week:</b> _____	
<b>Start Date:</b> _____ <b>End Date:</b> _____	<b>Confidential/Sensitive Access</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Employee Name:</b> _____	
<b>Employee Email:</b> _____	<b>Drive on University Business</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Employee Work Address:</b> _____	
<b>Employee Personnel Number (if already in SAP):</b> _____	<b>Confidential/Sensitive Access</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Currently working in another UNL Department:</b> <input type="radio"/> Yes <input type="radio"/> No	
<b>Department Name:</b> _____	<b>Drive on University Business</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Supervisor Approving Time:</b> _____	
<b>Person Authorized to Approve Time in Supervisor's Absence:</b> _____	<b>Confidential/Sensitive Access</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Job Description:</b>	
Major components of this position:	<b>Drive on University Business</b> <input type="radio"/> Yes <input type="radio"/> No
1. _____	
2. _____	<b>Confidential/Sensitive Access</b> <input type="radio"/> Yes <input type="radio"/> No
3. _____	
Qualifications:	<b>Drive on University Business</b> <input type="radio"/> Yes <input type="radio"/> No
1. _____	
2. _____	<b>Confidential/Sensitive Access</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Project PI Signature:</b> _____	
<b>Date:</b> _____	(If submitting form via e-mail, it must come from Project PI's e-mail account.)