

## Adding an Employee to Payroll Form

### Payroll Form Instructions

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

**Employee:** Contact Lyness Mkwezalamba, 237k North HarH, EC 097 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.

**ORG UNIT:**  Coop  ESP  NFS  NSA  SNR  Stats  Survey

**Cost Object:** \_\_\_\_\_

**Project PI:** \_\_\_\_\_

**PI Phone:** \_\_\_\_\_

**Position Title:**  O/S On Call  O/S Temp  Other Hourly  
 Student Worker  Work Study

**Requested Salary Per/Hour:** \_\_\_\_\_

**Number of Hours Worked Per/Week:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Email:** \_\_\_\_\_

**Employee Work Address:** \_\_\_\_\_

**Employee Personnel Number (if already in SAP):** \_\_\_\_\_

**Currently working in another UNL Department:**  Yes  No

**Department Name:** \_\_\_\_\_

**Supervisor Approving Time:** \_\_\_\_\_

**Person Authorized to Approve Time in Supervisor's Absence:** \_\_\_\_\_

### **Job Description:**

Major components of this position:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Qualifications:

1. \_\_\_\_\_
2. \_\_\_\_\_

**Project PI Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(If submitting form via e-mail, it must come from Project PI's e-mail account.)

**Classification Info**  
(NRBC use only)

**Drive on University Business**

Yes  No

**Confidential/Sensitive Access**

Yes  No