Adding an Employee to Payroll Form

| Email Form | Print Form |

Payroll Form Instructions

Supervisor: Email, mail, or deliver completed form to Leo Masek, 237i HarH North EC 0972
Employee: Contact Leo (402-472-0833/**lmasek2@unl.edu**) 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 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: _____

Classification Info
(NRBC use only)

Drive on University Business
○ Yes   ○ No

Confidential/Sensitive Access
○ Yes   ○ No

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.)