New Employee Registration (NER)

Human Resource Services

Hiring Supervisor/Department Contact Information:

*If you have any questions regarding NER, contact* ***Francie Martin at 884-7913*** *or* ***Rebecca McLeland at 884-7938*** *to make arrangements for a specially schedules NER.*

*If new hire is a current employee of the University they may not need to attend NER, so please check with Francie or Rebecca first.*

*√ Step one:*

**New Employee Registration Schedule below:**

  Monday Arrived between these times at 9:30 a.m.-10 a.m. or 1:30 p.m. – 3:30 p.m.

  Tuesday Arrived between these times at 9:30 a.m.-10 a.m. or 1:30 p.m. – 3:30 p.m.

  Wednesday Arrived between these times at 9:30 a.m.-10 a.m. or 1:30 p.m. – 3:30 p.m.

  Thursday Arrived between these times at 9:30 a.m.-10 a.m. or 1:30 p.m. – 3:30 p.m.

  Friday Arrived between these times at 9:30 a.m.-10 a.m. or 1:30 p.m. – 3:30 p.m.

*√ Step two:*

ALL of the following MUST be brought to NER or paperwork cannot be completed:

\*\*\*Failure to produce the required documents at NER will result in delay of hire date\*\*\*

\_\_\_\_\_ **Employment Authorization Identification:** (required)

 (Share the “Lists of Acceptable Documents” with employee)

\_\_\_\_\_ **Original Social Security Card** (required)

 (**Soc. Sec card must be provided** for your W-4)

\_\_\_­­\_\_ **Void check** (required) or **Saving deposit slip** (required)
 IF YOU DON’T USE CHECKS – The employee can bring a direct deposit form from their

Bank providing the routing numbers, their account number, and any other information to establish direct deposit. **This must come from the bank!**

*√ Step three:*

In addition to the items listed above, the new employee will need to know the following information in order to complete all paperwork at NER: (**ALL MUST be completed by supervisor**)

\_\_\_\_Date of first day of work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_New work title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_New work address and phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*√ Step four:*

**Date to attend NER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*\*\*Please be on time\*\*\***

 (Supervisor Completes)

Location 1095 Virginia Ave, Room 101

 *√* *Step five:*

The hiring supervisor must ensure that the new employee attended and successfully completed NER before the first day of work.