



NEW HIRE/EMPLOYEE ROSTER

TO BE COMPLETED BY VR STAFF

To your knowledge, does the applicant require accommodations? If so, what?

Degree of applicant being recommended for job.

TO BE COMPLETED WITH EMPLOYEE

Employee Legal First Name: _____ Nickname: _____

Legal Middle Name: _____ Last Name Alias: _____

Legal Last Name: _____ Maiden Name: _____

Preferred Work Email Name: _____

Home Address: _____

PO Box: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Personal Cell: _____

Home Email (optional): _____

Emergency Contact Name: _____

Relationship: _____ Contact Phone Number: _____

TO BE COMPLETED BY VR STAFF

Position Information: Start Date: _____ FTE: _____

Position Title: _____ Position #: _____

Replaces: _____

Office: _____ Housed at: _____

Supervisor: _____

Salary: Non-Exempt (hourly):\$ _____ Exempt (Annual): \$ _____

Work Phone Numbers: Landline _____ Cell: _____

BU: _____ Subsidiary: _____ Subledger: _____

Will this new hire be providing pre-employment transition services? Yes _____ No _____

TO DO'S

- Submit application materials to NDE-HR ASAP.
- Email the Background Screen and Reference Release forms to nde.hrjobpostings@nebraska.gov.
- Refer to New Employee Set-up Process on VRIS.
- Scan and email the following completed forms to nde.hrjobpostings@nebraska.gov and vr.hr@nebraska.gov no later than 7 calendar days before start date:
 - ✓ I-9
 - ✓ W-4
 - ✓ New Hire/Employee Roster
 - ✓ Direct Deposit Form and/or Focus Debt Card Sign Up (if electing debit card)
- Email Subject Line: **First Name Initial, Full Last Name & Permanent Employee.**

5/1/17