



New Hire/Employee Roster

To your knowledge, does the applicant require accommodations? Yes No If yes, what?

To be completed with employee:

Legal First Name: _____ Preferred Name: _____

Legal Middle Name: _____ Legal Last Name: _____

Last Name Alias: _____ Maiden Name: _____

Preferred Work Email Name (*first.last@nebraska.gov*): _____

Home Address: _____

Home Phone: _____ Personal Cell: _____

Personal Email (*optional*): _____

Emergency Contact Name: _____ Phone Number: _____

Relationship: _____

To be completed by VR Staff:

New Hire Start Date: _____ FTE: _____ Position Number: _____

Position Title: _____ Supervisor: _____

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

Replaces: _____ Housed at: _____

Salary: \$ _____/hour \$ _____/year Non-Exempt Exempt

Work Phone Numbers: Landline: _____ Cell: _____

BU: _____ Subsidiary: _____ Subledger: _____



New Hire/Employee Roster

To Dos:

- Refer to **New Employee Setup Process** on VRIS.
- **7 calendar days before start date:** Scan and email **New Hire/Employee Roster** to vr.hr@nebraska.gov no later than 7 calendar days before employee's start date. Email subject line: "(First Name Initial). (Full Last Name) Permanent Employee"
- **On employee's first day:** Complete **I-9** (page 2) with new employee **on** their start date. This must be submitted to HR no later than the employee's 2nd day of employment for e-verify compliance.
- **By 2nd day of employment:** Scan and email **completed I-9** with **color scans of new employee's identification** to michelle.tiedtke@nebraska.gov and nde.hr@nebraska.gov no later than the 2nd day of employment.