

Nova Southeastern University
Office of Human Resources
Paperwork Checklist

New Hires or Rehires After 90 Days (including Adjuncts)	
<input type="checkbox"/> PAF <input type="checkbox"/> Signed Application <input type="checkbox"/> Signed Job Description <input type="checkbox"/> Cover Letter and Resume <ul style="list-style-type: none"> • If submitted with application <input type="checkbox"/> PFT <input type="checkbox"/> I-9 Employee Eligibility Verification <input type="checkbox"/> W4 <input type="checkbox"/> Payroll Direct Deposit Authorization	<input type="checkbox"/> Acknowledgment of NSU Policies <input type="checkbox"/> Affirmative Action Survey (Optional) <input type="checkbox"/> Benefits Enrollment Notice <input type="checkbox"/> Conflict of Interest Form <input type="checkbox"/> Emergency Contact Information <input type="checkbox"/> Orientation Agreement Form <input type="checkbox"/> Parking Permit Application <input type="checkbox"/> Transcript Request and Transmittal <ul style="list-style-type: none"> • If required for position <p>NOTE: All faculty and adjuncts require a transcript for at graduate degrees. Foreign degrees must be translated by a recognized entity</p>
Re-Hires Within 90 Days	
<input type="checkbox"/> PAF <ul style="list-style-type: none"> • Intent to retain benefits from last day worked <ul style="list-style-type: none"> a. Missed premiums will need to be collected • Intent to begin benefits from re-hire date <input type="checkbox"/> Signed Application <input type="checkbox"/> Signed Job Description <input type="checkbox"/> Cover Letter and Resume <ul style="list-style-type: none"> • If submitted with application <input type="checkbox"/> PFT	<input type="checkbox"/> I-9 Employee Eligibility Verification <p>NOTE: once we go live with the electronic I-9 all rehires will be required to complete all sections of the I-9</p> <input type="checkbox"/> W4 <ul style="list-style-type: none"> • If changes are needed <input type="checkbox"/> Payroll Direct Deposit Authorization
Temp to Regular Hires	
<input type="checkbox"/> PAF <input type="checkbox"/> Signed Application <input type="checkbox"/> Signed Job Description <input type="checkbox"/> Cover Letter and Resume <ul style="list-style-type: none"> • If submitted with application <input type="checkbox"/> PFT	<input type="checkbox"/> Benefits Enrollment Notice <input type="checkbox"/> Conflict of Interest Form <input type="checkbox"/> Orientation Agreement Form
Labor Distribution Changes, Pay Rate Changes, Promotions/ Transfers, Re-class, Schedule Hours Changes	
<input type="checkbox"/> PAF <input type="checkbox"/> Signed Application <input type="checkbox"/> Signed Job Description <input type="checkbox"/> Cover Letter and Resume <ul style="list-style-type: none"> • If submitted with application <input type="checkbox"/> PFT	
Labor Distribution Changes with Grant Allocations	
<input type="checkbox"/> PAF <input type="checkbox"/> PFT (when increasing allocations to hard dollars)	<input type="checkbox"/> Grant Funded Position Form
Terminations	
<input type="checkbox"/> Termination Form <input type="checkbox"/> All Available Backup Documentation	