**Nova Southeastern University**  
Office of Human Resources  
Paperwork Checklist

### New Hires or Rehires After 90 Days (including Adjuncts)

- **PAF**
  - Signed Application
  - Signed Job Description
  - Cover Letter and Resume  
  - If submitted with application
- **PFT**
  - I-9 Employee Eligibility Verification
  - W4
  - Payroll Direct Deposit Authorization

- **Acknowledgment of NSU Policies**
- **Affirmative Action Survey (Optional)**
- **Benefits Enrollment Notice**
- **Conflict of Interest Form**
- **Emergency Contact Information**
- **Orientation Agreement Form**
- **Parking Permit Application**
- **Transcript Request and Transmittal**  
  - If required for position

**NOTE:** All faculty and adjuncts require a transcript for any graduate degrees. Foreign degrees must be translated by a recognized entity.

### Re-Hires Within 90 Days

- **PAF**
  - Intent to retain benefits from last day worked  
  - Missed premiums will need to be collected
  - Intent to begin benefits from re-hire date
- Signed Application
- Signed Job Description
- Cover Letter and Resume  
  - If submitted with application
- **PFT**

**I-9 Employee Eligibility Verification**

**NOTE:** once we go live with the electronic I-9 all rehires will be required to complete all sections of the I-9

- **W4**
  - If changes are needed
- **Payroll Direct Deposit Authorization**

### Temp to Regular Hires

- **PAF**
  - Signed Application
  - Signed Job Description
  - Cover Letter and Resume  
  - If submitted with application
- **PFT**

- **Benefits Enrollment Notice**
- **Conflict of Interest Form**
- **Orientation Agreement Form**

### Labor Distribution Changes, Pay Rate Changes, Promotions/Transfers, Re-class, Schedule Hours Changes

- **PAF**
  - Signed Application
  - Signed Job Description
  - Cover Letter and Resume  
  - If submitted with application
- **PFT**

### Labor Distribution Changes with Grant Allocations

- **PAF**
  - Signed Application
  - Signed Job Description
  - Cover Letter and Resume  
  - If submitted with application
- **PFT (when increasing allocations to hard dollars)**

- **Grant Funded Position Form**

### Terminations

- **Termination Form**
- **All Available Backup Documentation**