



ADJUNCT HIRE COVER SHEET FOR E-PAF and PAYTRAX+ USERS

Please attach this cover sheet to **all** adjunct new hire submissions so that HR can set up your hire in the correct Org. The below "required attachments" are the very least that should accompany this form; if you have all of the required documentation, please attach them to this cover sheet as well.

Required Attachments:

- ✓ *Employee's completed I-9 with documentation*
- ✓ *W-4 form*
- ✓ *Transcripts for doctoral and masters degrees*

All fields below must be completed:

Employee's Name: _____

NSU ID: _____

Start Date: _____

Center Name: _____

Org: _____

Printed name of person completing this form

Phone #

Date form completed

=====

HR/Payroll USE ONLY:

HRIS: Entered by/Date

Payroll: Audited by/Date