

# Non U.S. Citizen Part-Time Employee Forms Checklist

**for:** \_\_\_\_\_

*Print Employee Name*

THIS FORM MUST BE COMPLETED BY THE DEPARTMENT REPRESENTATIVE.

I, \_\_\_\_\_ Sort Code: \_\_\_\_\_ Tel. #: \_\_\_\_\_

*Print name of Department Representative completing this form*

have: (a) reviewed and determined to be complete; and  
(b) attached the following documents to this checklist - in the order listed below

- \_\_\_\_\_ W-4 Card (Original Card Only)
- \_\_\_\_\_ Employment Document (Contract)
- \_\_\_\_\_ Request for ID / Personal Data Form
- \_\_\_\_\_ I-9 - with attached documentation (As Specified in Dept. of Homeland Security Instructions)
- \_\_\_\_\_ Copy of Social Security Card (Payroll Requirement)
- \_\_\_\_\_ Paycheck Option Form
- \_\_\_\_\_ Checklist
- \_\_\_\_\_ CCSN Application for Employment
- \_\_\_\_\_ NSHE / CCSN Policy Statements Sign-off sheet
- \_\_\_\_\_ Current and / or Change in Family Relationship Form (Nepotism)
- \_\_\_\_\_ Student Verification, for Student Workers (SIS Class Schedule)
- \_\_\_\_\_ Exposure to Bloodborne Pathogens Determination Form
- \_\_\_\_\_ Designation of Beneficiary for Unpaid Compensation
- \_\_\_\_\_ NSHE Sexual Harassment Policy Acknowledgement Form
- \_\_\_\_\_ FICA Alternative Enrollment Form
- \_\_\_\_\_ SSA – 1945 (Job Not Covered by Social Security)
- \_\_\_\_\_ Authorization to Work letter from CCSN International Student Center (Alien status student workers only and must be renewed each semester)

**Forms below should be given to the Employee to process with a Nonresident Alien Tax Specialist in the Assistant Controllers office at the Cheyenne Campus -- Appointment required - Tel.: 651-4439**

1. Non-US Citizen Employee Notification Form
2. Alien Information Collection Form