NBER NEW HIRE CHECKLIST

- ✓ Personnel Action form:

  Is your hourly rate of pay listed?

  Is your project number listed?

  Have you indicated if your checks should be mailed to your current address or if you will pick them up at NBER?

  Did you include your telephone number (or email address)?

  Did your supervisor sign the form?

- ✓ W-4 Form:

  Did you fill the form out completely?

  (Including the number of allowances you are claiming)

- ✓ I-9 Form:

  Did you complete the top portion?

  Have you shown proper documentation to your supervisor?

  Did your supervisor complete & sign the second portion of the form?

  Did you make copies of your documentation and attach them to the I-9?

- ✓ State Income Tax Form

  Did you fill the form out completely?

- ✓ F-1 and J-1 Visa holders

  Did you complete the certification form or attach a work authorization letter?

Your paperwork must be complete before you can be added to the NBER payroll. Please check the paperwork carefully. Incomplete paperwork can cause delays in payment.