

New Hire Information For Students

Apply for jobs at <https://jobs.nku.edu>. Go to [Financial Aid Work Study](#) to find out your work eligibility.

Once hired, you are required to complete the New Hire Paperwork process. Below is a list of tasks you will need to complete and additional information regarding time-entry and payment.

New Hire Paperwork

- You will receive an email from notify@teamdynamixapp.com to complete the paperwork.

Background Check

- You will receive an email from NKUCandidate@screening.services to complete section 1 of the I-9 Form.
- I-9 Verification (section 2): Bring your IDs to Human Resources to complete the verification of your IDs.

I-9 Form

- You will receive an email from I9Compliance<services@formi9.com to complete section 1 of the I-9 Form.
- I-9 Verification (section 2): Bring your IDs to Human Resources to complete the verification of your IDs. **(See list the acceptable documents for types of IDs to bring)**

Time Entry:

Enter time worked through your employee self-service tab [MyNKU.nku.edu](https://mynku.nku.edu).

Students are strongly encouraged to input time worked on a daily basis. This will ensure you will be paid in a timely manner.

Payment:

I am a new employee; when will I receive my first check?

Bi-weekly employees are paid 2 weeks behind. Depending on your start date it may take up to a month to receive your first pay check.

How do I get my check if I don't direct deposit?

If you choose not to have direct deposit, your check is mailed from NKU on pay date to your home address. Checks that are lost in the mail will not be reissued until 10 business days after it was originally mailed.

How long does it take for my direct deposit to go into effect?

Direct Deposit Authorization forms are due to HR/Payroll 10 days prior to payday to become effective with the next payroll. Please be aware that your bank has until midnight on payday to post your direct deposit.

When should my deposit be in my account?

Direct Deposit is sent to the bank with our pay date as the effective date. Banking institutes have till midnight on pay date to deposit the funds into your account. Do not assume the funds will be there prior to pay date.

Note: If you do not receive a paycheck, **contact your supervisor to see if your time was approved in a timely manner**. If your time was approved before the payroll deadline, contact payroll to ensure your deposit information is correct.

Employee Self Service:

Where can I go to access my pay stub?

You will need to access our Employee Self Service at <https://mynku.nku.edu/iri/portal>.

What is my password?

Your username and password are the same as you use to log into the computers here on campus.

(See next page for List of Acceptable Documents)

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.