

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@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)**

[List of Acceptable Documents](#)

Time Entry:

Enter time worked through your employee self-service tab MyNKU.nku.edu. [Click here](#) for instructions.

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 in a timely manner. If your time was approved before the payroll deadline, contact the Payroll Department at Payroll@nku.edu to ensure your deposit information is correct.

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.

Tax Information:

Where can I find information about W2s?

To receive a paperless W-2, select the online W-2 statement option through the [myNKU Employee Self-Service portal](#) no later than December 31st. You will be notified when W-2s are available. For additional information on W2s go to: [ONLINE W2s](#) located on the Payroll site.