



New employees to UNO are required to complete several forms for their employment file. With the exception of the PAF form and Form I-9, the hiring forms are contained in these PowerForms.

Please choose the appropriate PowerForm for the new hire's position.

Click the link below, input information for the new hire and the business manager/PAF coordinator and click begin signing. Then click "close" and "close" again. This will send the document to your new hire and begin the PowerForm process.

[Academic New Hire Packet - 1](#)

[Salaried Staff New Hire Packet - 1](#)

[Hourly Staff New Hire Packet - 1](#)

[Student New Hire Packet - 1](#)

[Temporary Worker New Hire Packet - 1](#)

The PAF must be done separately and routed for approval via email.

Form I-9 must still be filled out online (section 1) and completed in person (section 2) per federal regulations. Section 1 should be completed no later than their first day of work, and section 2 must be completed within three business days of hire. International hires must make an appointment with Human Resources to complete section 2.