

# **VRIS UPDATE**

## **New Employee Set Up Process Effective 12/18/2008 Number 202**

### **SUMMARY OF UPDATES**

The New Employee Set Up Process has been updated to provide hyperlinks to the current I-9, W-4, Employee Roster Information and NDE Work Schedule forms. These links are located in items #13. (2) and 13. (5).

### **VRIS POSTING**

The revised New Employee Set-Up Process is located at: VRIS: Program Manual: Main Menu: Administration: Personnel

The I-9, W-4, Employee Roster Information and NDE Work Schedule forms are located at: VRIS: Printed and Marketing Materials: Administrative Forms

The I-9 and W-4 forms are also located at: VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets

### **TEAM COMMUNICATION**

Supervisors should inform their respective personnel clerks of these changes as well as other team members who use the I-9 and W-4 forms when processing state OJT's. Also, please advise staff to destroy any old copies of these forms and always refer to VRIS for the most current updates.

### **LEADERSHIP CONTACT**

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