

Non-Benefit Eligible (NBE) Form Instructions

The following steps are for completing a Non-Benefit Eligible (NBE) Form.

NOTE: Blank fields left on the NBE Form could delay the approval and/or completion of your request. The Desired First Day of Work for all non-benefit eligible employees must be at least one week after the date the NBE is submitted to allow for the new employee to complete onboarding, I-9, for Human Resources to enter information into Banner, and for an ePAF to be created and fully approved.

Type of Hire

Type of Hire

Select the appropriate Hire Type based on the position.

- Student: Regular (RS) or Work Study (WS) or Athletics (ZS)
- Graduate Assistant (GA, GTA, GRA, ZG): Positions are approved through the Graduate School and are for one semester in length.
- Lecturer (LP): Non-tenure track faculty who are hired for one semester at a time.
- Temporary, Hourly (U3, Z3): Individuals who are employed by the University in a non-benefit eligible status in a part-time capacity, or to work on a specific project typically lasting up to one year in length. Most of WSU temporary employee hires will be U3.
- Temporary, Salary (U4, Z4): Individuals who are employed by the University in a non-benefit eligible status in a part-time capacity to work on specific project work. Due to the Fair Labor Standards Act (FLSA) this specific classification would require more regulation; therefore, would need approval. To receive approval for this classification, please email a brief job description to [Market Based Compensation](#). Market Based Compensation will then email both the Department Contact and HR Employment once a classification decision is made.

If you are unsure which type of hire is appropriate, please reference our [Non-Benefit Eligible Hiring Type Grid](#) or contact your [Business Partner](#) for guidance.

Employee Information

First Name

Enter the Employee First Name

Middle Name or Initial

Enter the Employee Middle Name or Initial (optional)

Last Name

Enter the Employee Last Name

WSUID

Enter the Employee WSU ID (if available)

- Not all employees will have a WSU ID; therefore, this field is not required. This information is helpful for processing and should be provided if available to the Department Contact.

Email

Enter the Employee Email Address

- It is important to provide a current and accurate email address.

Position/Department Information

Org Number

Enter the Organization Number

Desired First Day of Work

Enter the Desired First Day of Work for this Employee

- Start dates must be equal to or greater than one week after an NBE form is submitted
- For Lecturers, Graduate Assistants, and U4: The Desired First Day of Work must be at the beginning of a payroll period (Sunday), all other types of hires can start on any day.
 - For more guidance on types of hires and corresponding start dates, utilize our [Non-Benefit Eligible Hiring Type Grid](#)
- The employee must complete the Onboarding Checklist, to include the I-9 and if applicable a completed background check and the department must have a fully approved ePAF before the employees first day of work.

Department Contact

Enter the Primary Department Contact First and Last Name. Provide the name of the person in the department who will be the primary point of contact for the hiring process. This individual will be notified via automated email when the employee has completed all necessary paperwork, and when an ePAF can be started. This individual will also have access through PeopleAdmin Onboarding to view the status of the new hire in Onboard at any time during the hiring process.

Department Contact Email

Enter the Primary Department Contact Email Address

Supervisor

Enter the Employee's Supervisor's First and Last Name

Background Check

Background

The type of job determines the need for a background. For additional assistance in making this determination, review the [Non-Benefit Eligible Hiring Type Grid](#) or utilize our [Background Check Requirements](#) website as both resources will provide detailed guidance.

Background Check Billing Org

Enter the Billing Org for funding source assigned to this request

- If a background check is not required, type "N/A"

Background Check Billing Fund

Enter the Billing Fund for funding source assigned to this request.

- If the background check should be paid from general funds (GU), the account number should always be A2000.
- If the background check for the position will be paid with restricted funds (RU), the account number should begin with a letter followed by five numbers (i.e. D12345)
- If a background check is not required, type "N/A"

US Export Compliance Requirement

US Export Compliance Requirement

Does this position require validation based on a need for US Person or US Citizen? Visit the [Import/Export Considerations](#) website for additional information or to determine if export validation is needed for the position. If validation is required, then the employee may be required to provide additional information to Research Compliance. If you are unsure, contact [compliance](#) to determine if export validation is needed for the position.

Remote Work

Remote Work

Will this employee primarily work remotely? If so, additional documentation may be required.

- If this position is remote and "regular" but will be performed at an alternate work location outside of the state of Kansas, the remote work will be performed internationally, or the employee is on an H-1B/VISA and the alternate work location is different than the assigned work site approved on the H-1B/VISA, please have the employee complete the [Remote Work Request](#).
- You can find additional information regarding this process on our [Remote Work Guidance](#) page.

Comments/Position Number

Comments/Position Number:

Use this box for any additional information regarding this request that was not previously addressed within this form and pertinent to employment, such as position number. This is optional.

Submit

Submit

To submit the completed form, please click on this "Submit" button. This will create an email with the appropriate recipient and attach the completed form as a PDF. Click "Send" and this form will be routed to the HR Employment inbox for processing. This form is designed to assist in routing information to Human Resources; however, it would be advised to save a copy of the completed form or carbon copy the Department Contact on the email for departmental records.