

Northeast State Forms Guide

Type of Form	Who Can Initiate It	How to Initiate It	Notes
Alternate Work Arrangement	Employee/Admin/HR	Dropbox Sign	
Change of Status	Human Resources	Dropbox Sign	Request from Megan Jones
Fee Waiver	Employee/Admin/HR	Dropbox Sign	
Outside Employment Notification	Employee/Admin/HR	Dropbox Sign	
Policy Review Cover Sheet	Anyone	Dropbox Sign	
Probationary Evaluation	Human Resources	Dropbox Sign	
Publication Request	Anyone	Dropbox Sign	
Request for Stipend/Extra Compensation	Employee/Admin/HR	Dropbox Sign	
Spouse/Dependent Discount	Employee/Admin/HR	Dropbox Sign	
Student Travel Request	Anyone	Dropbox Sign	
Travel Authorization Request	Anyone	Dropbox Sign	
Authorization for Local Travel	Anyone	Forms Drive	
Facility Usage Application	Anyone	Forms Drive	
Key Request Form	Anyone	Forms Drive	
Personnel Requisition Request	Hiring Manager	Forms Drive	
Request for Digital Sign Announcement	Anyone	Forms Drive	
Volunteer Form	Supervisor of Volunteer	Forms Drive	
IT Helpdesk Request	Anyone	Forms Webpage	
Leave Request	Employee Only	Forms Webpage	
Maintenance Work Request	Anyone	Forms Webpage	
Space Allocation Request	Anyone	Forms Webpage	
Request to Update Personal Information	Employee Only	Link on HR Webpage	For address, phone, email, and name changes
Direct Deposit Allocation	Employee Only	MyNortheast	Contact Payroll with questions about form
Electronic Consent for Tax Documents	Employee Only	MyNortheast	Contact Payroll with questions about form
Leave Report (FT)/Time Sheet (PT)	Employee Only	MyNortheast	
W-4 Employee Withholding Certificate	Employee Only	MyNortheast	Contact Payroll with questions about form

If there is an error in this guide, or an additional form needs to be added, please email hroffice@northeaststate.edu.