New Hire Forms, Instructions and Other Important Information

All student employees must complete specific documents before they may begin working. Please be sure to complete all the necessary forms (follow instructions carefully), and become familiar with other important information included in this packet. All forms must be completed in ink.

Forms to be submitted to the Office of Financial Aid:

- **Student Employment Application** – An application must be on file for each student employee; if you have not already submitted a completed form, please do so.

- **Placement Record & Payroll Authorization Request** – After this is completed a Placement Record & Payroll Authorization will be sent to your supervisor. It certifies that you have received instructions on accessing the Student Employment Employee Handbook and the Ohio Ethics Law Revised Code (see "Other Important Information" below).

Forms to be submitted to the Office of Human Resources:

- **Request for Optional Exemption as a Student** or **Personal History Record**
  
  Student employees with enrollment status of six (6) or more credit hours per quarter have the option to participate in the Ohio Public Employees Retirement System at a rate of 10% of gross wages (also subject to Medicare tax at 1.45%), or may elect exempt status if desired. Regardless of OPERS exempt election, if a student is enrolled for less than 6 credit hours, OPERS (10%) and Medicare Tax (1.45%) will be withheld from gross wages. The OPERS withholding may be refunded to you 90 days after the discharge of your employment with the College. Refund applications are available at [https://www.opers.org/forms](https://www.opers.org/forms) (Traditional Pension Plan Refund Application). Student employees have one month to submit the appropriate paperwork and will be included in OPERS initially. Please refer to Student Employee Retirement Information for detailed instructions at [http://newark.osu.edu/students/financial-aid/student-employment/](http://newark.osu.edu/students/financial-aid/student-employment/)

- **Employment Eligibility Verification (I-9)** - The Form I-9 must be completed before the first day of employment. Documentation is required for the Office of Human Resources to validate the Form I-9. The most common documents turned in with the Form I-9 are a Driver’s License and Social Security Card or a Driver’s License and Birth Certificate. For other documents accepted to validate the Form I-9, please see the back of the Form I-9.

- **Social Security Protection Act of 2004 Statement (SSA-1945)**

- **Personal Data Record**

- **Ohio Ethics Law Revised Code** - The Ohio State University Newark employees are covered by the Ohio Ethics Law for public officials and state employees (Chapter 102 and Section 2921.42 of the Ohio Revised Code). The campus must provide each new employee with information about this legislation and obtain written acknowledgement of receipt. The most current version of the Ohio Ethics Law and related status are available on-line at [http://ethics.ohio.gov/education/overview.shtml](http://ethics.ohio.gov/education/overview.shtml)

- **Acknowledgement of Receipt of Auditor of State Fraud-reporting System Information** – Information about the Ohio fraud-reporting system and the means of reporting fraud is online at the Ohio Auditor of State website [www.auditor.state.oh.us](http://www.auditor.state.oh.us) and [www.auditor.state.oh.us/fraudcenter](http://www.auditor.state.oh.us/fraudcenter). Ohio Code Section 124.341 may be reviewed at [http://codes.ohio.gov/orc/124.341](http://codes.ohio.gov/orc/124.341)
Other Important Information:

- **Employee Withholding Allowance Certificate (W-4)** - After the Payroll Office has established your account you will need to enter your W-4 information electronically. Detailed instructions will be sent to you via email from the Payroll Office.

- **Pay Information** – After the Payroll Office has established your account you can sign-up for direct deposit electronically. Detailed instructions will be sent to you via email from the Payroll Office.

- **eTimesheet** – After the Payroll Office has established your account you can begin working and submitting your time worked. Detailed instructions will be sent to you via email from the Payroll Office. An etimesheet assistant is located at [https://it.osu.edu/assist/assisttime/Submit%20timesheet.html](https://it.osu.edu/assist/assisttime/Submit%20timesheet.html)

- **Payroll Schedule and Calendar** - Contains pay periods, pay days and other important dates. Available at [http://newark.osu.edu/students/financial-aid/student-employment/](http://newark.osu.edu/students/financial-aid/student-employment/)

- **Employee Handbook** - This handbook contains the Student Employment program guidelines and instructions. It is available on-line at [http://newark.osu.edu/students/financial-aid/student-employment/](http://newark.osu.edu/students/financial-aid/student-employment/)

- **Work Permit** - Any person less than 18 years of age who has not obtained a high school diploma or its equivalence must have a Work Permit before beginning work. Please refer to [http://198.234.41.198/w3/webwh.nsf/WorkPermits?OpenForm](http://198.234.41.198/w3/webwh.nsf/WorkPermits?OpenForm) for the form and further instructions.

- **Supplemental Retirements Accounts (SRA)**
  Refer to [https://hr.osu.edu/benefits/rb_sra](https://hr.osu.edu/benefits/rb_sra) for additional information and the form required to make an election. Interested employees can enroll at any time by setting up an account with an Ohio State approved vendor and submitting a completed SRA Salary Reduction Agreement Form.

- **New Health Insurance Marketplace Coverage Options** - As a requirement of the Patient Protection and Affordable Care Act (PPACA), the attached notification is to inform you that you can now purchase medical coverage from the new Health Insurance Marketplace as of October 1, 2013. This coverage option is in addition to any college/university sponsored 2014 medical coverage for which you may qualify. For more information, please contact 1-800-318-2596, or visit [www.healthcare.gov](http://www.healthcare.gov).

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**Check List**

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