New Staff Orientation Checklist

Please use this checklist as a guide when completing the required form. Bring all the completed required forms to your orientation session at the Office of Human Resources.

___ New Employee Data Form

___ Prior State Service Eligibility Form – Used to determine if sick leave balances accrued from other State of Ohio agencies are eligible for transfer to BGSU.

___ Acknowledgement of Receipt of Policies_Ethics Law for Signature – Used to document that you received information on BGSU policies, the Ohio Ethics Law and Fraud Reporting, employee handbooks, and additional information.

___ Ohio IT4 Form – Used to document the number of exemptions for your State Income Tax.

___ W-4 Form – Used to document the number of exemptions for your Federal Income Tax.

➢ The worksheets are only for your calculations; you do not need to submit to HR.

___ Resident Municipality Withholding Form – (If Needed) Used to document municipal withholding for other than the city of Bowling Green.

___ Direct Deposit Authorization Form – Used to authorize BGSU to deposit your paycheck into an approved bank checking or savings account.

➢ Please bring a voided check to verify the nine-digit federal routing number

___ Personal History Record – Used to document prior service information with the State of Ohio.

➢ Complete sections 1-4 only. BGSU Completes Section 5

___ SSA-1945 – Used to document that you received information about the Windfall Elimination Provision and the Government Pension Offset Provision and the possible effects on your potential future Social Security benefits.

___ Beneficiary Designation Form – For the University’s Travel Risk Life Insurance

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