

## **New Staff Records Session Checklist**

Please use this checklist as a guide when completing the forms required to process your employment and payroll. Bring all the completed required forms (including all Payroll Forms and identification documents) to your Records and Benefit session at the Office of Human Resources.

Intermittent and Non-Continuing Appointment staff, please give all required forms to your supervisor or contact Human Resources to schedule a time to turn them in.

### \_\_\_\_\_ **New Employee Data Form**

\_\_\_\_\_ **Prior State Service Eligibility Form** (For Administrative & Classified Staff Only) – Used to determine if sick leave balances accrued from other State of Ohio agencies are eligible for transfer to BGSU.

\_\_\_\_\_ **Policy Acknowledgements** – Used to document that you received information on certain BGSU and governmental policies.

\_\_\_\_\_ **Ohio Ethics Law and Related Statutes Acknowledgement Form** - Used to document that you received information on the Ohio Ethics Law.

\_\_\_\_\_ **Acknowledgement of receipt of Auditor of State fraud-reporting system 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

\_\_\_\_\_ **Name Change Request Form – (As Needed)** If you were loaded in BGSU’s computer system as a student or job applicant under another name and your name has changed, you will need to complete this form.