

NEW HIRE GUIDE & PAPERWORK INSTRUCTIONS

Welcome to Shawnee State University! We are delighted you are joining our ever-growing University. Within your first few weeks, you will no doubt be overwhelmed with information. Please know that we are here to help you become a successful member of our team. If you have any questions along the way, feel free to ask a colleague, coworker, or member of the Human Resources staff. Just like our students, we look forward to your success at Shawnee State University.

To ensure you avail yourself of University benefits, here is a reminder list.

- If applicable, meet with Human Resources for your individual orientation.
- Parking permit tags are supplied by Human Resources. Please have your car registration available so we may record your vehicle make/year, model & license tag number.
- Obtain your Staff ID card from the Information Desk in the University Center. This only takes a few minutes - you'll need your card for the Library and other on and off campus benefits.
- Present your new Staff ID card at the Circulation Counter in the Library to activate library privileges for you and your family.
- Check with your Supervisor for your office keys. Once they are ready, your supervisor will provide to you or have you pick up from the Facilities Office located in the Advanced Technology Center.
- To obtain your email and/or system password(s) take your picture ID to University Information Services, Administration Building room 035.

To help you complete your employment paperwork, this packet includes required employment, tax and payroll forms. Following are brief instructions for completing each form:

SSU Employee Data form This is used to collect required demographic data for our HRIS and employee personnel records. *Complete only the front side of this form.*

Form I-9, Employment Eligibility Verification

This form must be completed by all new hires. It verifies employment eligibility. Read the Instructions and complete Section 1 of the *Form I-9 (Rev 08/07/09) Y Page 4*. You must provide documentation that proves your eligibility to work in the U.S. A **List of Acceptable Documents** is available on the backside of the *Form I-9*. A Human Resources representative will verify and photocopy the documents you provide. Provide 1 from list A OR 1 from list B AND 1 from list C. **Be sure to bring these documents with you to your orientation.**

Form W-4 – Federal Tax

The *Employee's Withholding Allowance Certificate* is used to set up your Federal income tax deductions. *Complete (at minimum) items 1, 2, 3, 4, and 5 -- remember to sign and date the form.* If you do not know how many allowances you need to claim use the worksheet directly above the W-4 form to help you determine the number of allowances to claim.

State of Ohio

The *Employee's Withholding Exemption Certificate* is used to set up your Ohio income tax deductions. Read through the Notice to Employee section and complete items 1 through 5 on the certificate then *sign and date the form.*

OR

State of Kentucky

The *Employee's Withholding Exemption Certificate* is used if you are a resident of Kentucky. Read through the employee instructions then complete items 1 through 8 on the certificate. *Complete, sign and date the form.* Also, read and complete the **Employee's Statement of Residency in a Reciprocity State** and return with the KY withholding exemption certificate.

OR

State of West Virginia

The *Employee's Withholding Exemption Certificate* is used if you are a resident of West Virginia. Read through the form completing items 1 through 6 on the certificate, as well as the certificate of non-residence (if applicable). *Complete, sign and date the form.* Also, read and complete the **West Virginia Certificate of Non-Residence**, and/or the **Employee's Statement of Residency in a Reciprocity State** and return with the WV withholding exemption certificate.

NEW HIRE GUIDE & INSTRUCTIONS (cont.)

State Teachers Retirement System (STRS) – FOR FACULTY ONLY -- Since we do not pay social security (FICA), membership into the State Teachers Retirement System (STRS) or an Alternative Retirement Plan (ARP) is mandatory. STRS is the default retirement system for part-time faculty members. Full-time faculty members have the option of electing the state retirement system (STRS) or a “private retirement” through an Alternative Retirement Plan (ARP). There is a 120-day election period to select the system of your choice. Contributions will be submitted to STRS until the Retirement Plan Election Form has been completed, signed and returned to Human Resources. If eligible, information about both retirement plans is enclosed for your consideration and a discussion will be included in your benefit orientation with a HR representative. *Complete, sign, and date the STRS Membership Record Form.*

OR

Ohio Public Employees Retirement System (OPERS) – FOR STAFF & STUDENTS -- Since we do not pay social security (FICA), membership into the Ohio Public Employees Retirement System (OPERS) or an Alternative Retirement Plan (ARP) is mandatory. OPERS is the default retirement system for part-time employees and students (unless eligible for an exemption). Full-time administrative or classified staff members have the option of electing the state retirement system (OPERS) or a “private retirement” through an Alternative Retirement Plan (ARP). Contributions will be submitted to OPERS until the Retirement Plan Election Form has been completed, signed and returned to Human Resources. There is a 120-day election period to select the system of your choice. Contributions will be submitted to OPERS until the Retirement Plan Election Form has been completed, signed and returned to Human Resources. If eligible, information about both retirement plans is enclosed for your consideration and a discussion will be included in your benefit orientation with a HR representative. *Complete, sign, and date the Personal History Record Form.*

If you are a student at SSU, you may choose to file an exemption from OPERS. If you do so, you will have no contributions withheld as long as the approved exemption is in effect. If you later become a member of the OPERS, after 18 months of contributing service, you will be eligible to purchase the exempted service.

Social Security form SSA-1945 - Because this position is covered by a state supported retirement system (STRS for faculty; OPERS for admin & staff), you will not be contributing to Social Security during this employment period. It provides information regarding public employees' retirement benefit offset and windfall elimination. It serves to inform the employee that their state/public retirement benefit will be reduced if they are also receiving, or eligible to receive, social security benefits. This is the acknowledgement that this position is not covered by Social Security. *Read and sign the form at the bottom, and include your name and Social Security # at the top.*

Ohio Division of Homeland Security's –Declaration (DMA) form - All public employees in the state of Ohio must complete and return this form issued by the Ohio Department of Public Safety (Division of Homeland Security). It is the declaration regarding material assistance or nonassistance to an identified terrorist organization (list attached). *Answer questions, sign, and date the form.*

Ohio House Bill 66 – Fraud Hotline Notice & Acknowledgement of Receipt - All public employees in the state of Ohio must complete and return the acknowledgement form issued by the Auditor of State fraud reporting. It includes instructions on how to report a fraud complaint anonymously. *Read and complete acknowledgement form, sign, and date.*

Pay Schedule/Direct Deposit/Pay Card-- University employees are paid on a biweekly basis (every other Friday). We offer two forms of payment; direct deposit or pay cards. Direct deposit and pay cards both provide a worry-free convenience. There is no waiting in line to make your deposit, your pay is in the bank by 8:00 a.m. each payday and there is no danger of theft or loss of your paycheck. We will deposit your pay directly into your checking or savings account or to your pay card. Please fill-in the information requested on the Direct Deposit Authorization form for a:

- ❖ **checking account** - include a voided or photocopied check (no deposit slips)
- ❖ **Savings account** – include a savings deposit slip (no withdrawal slips).

Remember to sign and date the form. You may access your direct deposit and or pay card vouchers on MySSU.

NEW HIRE GUIDE & INSTRUCTIONS (cont.)

EMPLOYER PROVIDED INSURANCE BENEFITS

Health, Dental and Vision Insurance - The University provides a generous health, prescription, dental and vision insurance package for eligible full time employees. If you are eligible, complete the enclosed *Enrollment Form* and *Health Benefit Election form*, and return to Human Resources at your earliest convenience (but no later than 30 days from date of hire). Your coverage is effective on the date you become eligible for benefits (usually your hire date). Your identification cards will be mailed to your home address.

- You may enroll for health coverage under the University's health plan for yourself and your eligible dependents. Coverage under the University's health plan requires a contribution (speak with HR for current contribution rates for a family or single plan). Your contribution is deducted on a pre-tax basis from the first and second pays of each month.
- You may waive the University's group health insurance program and receive a monthly cash payment instead (up to \$250). The cash payment option is a taxable benefit and available for those who have coverage under another group health plan. Payment under this option is included in the second pay of each month.

Whether you elect to waive or choose coverage under the university's health plan, the Health Benefit Election Form must be completed, signed and dated. This form authorizes the pre-taxing of these contributions.

Life Insurance – The University provides a life insurance policy on all full-time regular employees. A summary is enclosed for your information. *Please complete and sign the form provided.*

VOLUNTARY BENEFITS

More in-depth information on voluntary benefits will be provided during your orientation.

- **AmeriFlex Flexible Spending Account Plan** - SSU's *Flexible Spending Account (FSA)*, was adopted in January 2003. This plan provides eligible employees the option of participating in the *Medical FSA and/or Dependent Day Care Spending Account*. Under the flexible spending account you may set up a payroll deduction to pay for certain health care expenses on a tax-free basis (minimum annual deduction of \$240, maximum of \$3,000). Under the dependent care spending account you may set up a payroll deduction for reimbursement of certain day care expenses on a tax-free basis (minimum annual deduction of \$240, maximum \$5,000 if married or \$2,500 if single). **You must choose or decline to participate by checking one of the boxes in each section of the Health Insurance Participation Agreement.** You may enroll in this benefit within 30 days of your hire date or during the annual open enrollment period.
- **Voluntary Life Insurance** - Full-time employees may purchase additional group term life insurance coverage through payroll deduction. Your enrollment is guaranteed (up to \$100,000) if elected within 30 days of employment. You can also apply for coverage on your spouse and children (under age 25). Rates are based on coverage amount and your age. Please see enclosed materials for more information. If interested, please complete the Group Life Insurance Enrollment form indicating the requested coverage.
- **Voluntary Long-term Disability Insurance** -- Full-time employees may purchase (by payroll deduction) long-term disability insurance which provides income protection (60% of base wages) if you are unable to work. There are four plans available based on the elimination period (90 or 180 days) and benefit duration (until Social Security Retirement Age). If interested, please complete the UNUM Long Term Disability Insurance Enrollment form indicating your plan choice.

Your attention to the accurate completion of these important forms is appreciated. If you have any questions, please feel free to contact Human Resources at 351-3481 or 351-3420.

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