Onboarding Guide

Welcome to Shawnee State University! Congratulations on your new position. We are delighted you are joining our ever-growing University. We are here to assist you as you become a successful employee. As questions arise along the way, please do not hesitate to ask your supervisor or contact Human Resources. In addition, answers to many common questions along with frequently used forms are available on our website, www.shawnee.edu.

This guide will explain the initial steps in your onboarding process:

- ❖ Please visit the Human Resources Department at your earliest convenience, located in Massie Hall basement, just inside the exterior doors by the parking lot behind the building. Temporary parking is available. Please be prepared to complete an I-9 form, eligibility for employment. The form requires presenting acceptable documents, please click here for details. Operating hours are Monday-Friday from 8am to 5pm, closed on university holidays and other closures. If you prefer to complete this step remotely, please contact the HR Coordinator at 740-351-3879.

- ❖ Complete tasks in NeoEd. You will receive an email from us to login and begin onboarding.

    - o One of the tasks will be to upload a photo of a document to verify the bank information on your direct deposit authorization. Examples are: voided check, screenshot of routing and account numbers, or a letter from your bank displaying the information. There is also an option to request a pay card from U.S. Bank if you do not have an account to receive direct deposit.

The following forms will be provided for you to complete:

1. **SSU HR Data Form-** Demographic data for our Human Resource Information System (Oracle/Bear Trax) and employee personnel records.

2. **Federal Income Tax Form (W-4)-** Select this link for guidance on this form.

3. **Ohio Income Tax Form-** Required for all employees.

4. **Ohio Statement of Reciprocity-** for residents of Indiana, Kentucky, Michigan, Pennsylvania, or West Virginia.

5. **Social Security form SSA-1945-** Your position is covered by a state supported retirement system (STRS or OPERS), 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 number at the top of the form.

6. **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.

7. **Direct Deposit-** Complete this form for payroll. Your earnings will be directly deposited to your checking or savings account. Attachment required-upload proof of your account details (voided check, deposit slip, bank direct deposit form, or screenshot of routing/account numbers).

8. **Pay Card-** (optional) US Bank Paycard is available. HR will order your card and payroll will deposit your paycheck into your US Bank Paycard account.

Once we have received your completed documents and verified your I-9 documentation, you will receive an email from Human Resources confirming completion of onboarding.

If you have any questions throughout this process, please contact Human Resources at humanresources@shawnee.edu.

Go Bears!