Checklist of Required Paperwork for New Employees
(Return with Payroll/Benefit Forms to 235 Ag Hall)

Employee Name __________________________
Employment Date _____________
Benefits Start Date ____________
(1st of the month following employment)
Date Mailed to Ag Human Resources ____________

**Administrative Forms**
- Application for Employment (For Secretaries, Program Assistants, Nutrition Education Assistants, etc.)

**Payroll Forms** — Complete asap for pay purposes
- Copy of Social Security Card
- Copy of Picture I.D.
- Personal Information Form (PIF)
- E-Verify Processed and Form Attached
- I-9
- Loyalty Oath
- W-4
- Automatic Deposit

**OCES Forms**
- Name Tag Request

**Retirement** — Must make an election within 90 days from hire date, (even .50 FTE employees with no other benefits)
- Acknowledgement of Receipt of Election Agreement (Green Form)
- Election Agreement (Yellow Form)
- OTRS Personal Data Form (if selecting OTRS as retirement plan)

**Benefits** — Must enroll within 30 days from hire date
- 2008 OSU Healthcare and Flex Form
- OSU Benefit Election/Change Form
- Waive OSU-Paid Employee Health Insurance for 2008 Form (if applicable). (still need to return healthcare election form with this form)

**Notes:** (Any comments/explanation for forms not attached)
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