Items That the Payroll Office Needs For New Employees

A. All Staff
   I. Completed W-4 form
   II. Completed I-9 form
   III. Fraud Form
   IV. Retirement Plan Option (you must choose one)
   V. Direct Deposit

B. Faculty
   I. All items from Section A above, plus...
   II. Salary Agreement (academic year, summer only or overload, etc.) from your Employer
   III. 24 Semi-monthly Pay Option Form (optional)

C. Administrative Staff
   I. All items from Section A above, plus...
   II. Salary Agreement from your Employer
   III. 24 Semi-monthly Pay Option Form (for staff with a 9, 10, or 11 month Salary Agreement term)

D. Classified Staff
   I. All items from Section A above, plus...
   II. Personnel Action Notice from Human Resource Office
   III. Classified Staff timesheets are electronic and submitted electronically to your supervisor bi-weekly

E. Student Employees
   I. Work Study Students
      a. All items from Section A above, except you may select to be exempt from the retirement plan.
      b. Work Study timesheets completed and turned in to your supervisor biweekly
   II. Centralized Student Employees (non-work-study) Student Hourly Students:
      a. All items from Section A above, except, you may select to be exempt from the retirement plan.
      b. Student timesheets are electronic and submitted electronically to your supervisor bi-weekly
   III. PACE Students
      a. All items from Section A above, except, you may select to be exempt from the retirement plan.
      b. PACE timesheets are electronic and submitted electronically to your supervisor bi-weekly
   IV. Graduate Students
      a. All items from Section A above, except, you may select to be exempt from the retirement plan.
      b. Signed Contract
   V. High School and Hocking College Students:
      a. All items from Section A above, you must be in the OPERS retirement plan.
      b. Student timesheets are electronic and submitted electronically to your supervisor bi-weekly