

## New Hire Guide

Welcome to Shawnee State University! Congratulations on your new position. 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.

First, you'll need to visit the Department of Human Resources. We are located in the basement of the Administration Building. The Department of Human Resources is open Monday-Friday from 8:00 a.m. through 5:00 p.m. We are closed for the observed University Holidays and Breaks. When you visit Human Resources, you'll need to provide the following:

1. Direct Deposit Verification- Voided check or anything from the bank that verifies the bank name, account number, and routing number.
2. Driver's License & Social Security Card or any other required List A, B & C documents for work eligibility verification (I-9 compliance).

Next, you'll need to complete your new hire paperwork through DocuSign. To access the new hire paperwork, you'll want to visit the SSU Human Resources webpage and click on "Employment Information." Once you are ready to complete your new hire paperwork, here are a few tips:

1. First, you need to click the link (below this guide) listed as "Temporary Employment New Hire Paperwork."
2. You'll need to enter your First and Last Name and your email address. Click "Begin Signing."
3. The new hire paperwork will be sent to your email. You'll need to open the document and complete all the required fields in **Red**.
4. The DocuSign system will timeout after 30 minutes; If you begin completing the paperwork but need to return at a later time to complete, you can select "other actions" in the top right corner and select "finish later." In order to access the new hire paperwork for completion at a later time, you will need to access through the original email you received from DocuSign.
5. Once you've completed your new hire paperwork, you will receive an email from DocuSign with the completed documents. Human Resources will also receive a copy via email.

Here is a breakdown of each new hire document with instructions for completion:

1. **SSU Employee Data form**- This is used to collect required demographic data for our HRIS (BearTrax) and employee personnel records.
2. **Form W-4 (Federal Tax Form)**- 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. If you do not know how many allowances you need to claim use the worksheets included with the W-4 form to help you determine the number of allowances to claim.
3. **State of Ohio Tax Form**- 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. If you are not an Ohio Resident, please follow the instructions below to complete the West Virginia or Kentucky Tax Form.
  - a. **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.
  - b. **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.
4. **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 number at the top of the form.

5. **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.
6. **Direct Deposit**- Please complete this form to set-up your direct deposit information for payroll. We will deposit your pay directly into your checking or savings account. Please fill-in the information requested on the Direct Deposit Authorization form.
7. **Pay Card Form**- If you do not have a checking or savings account, you can sign-up for a US Bank Paycard. HR will order you a card and payroll will deposit your paycheck into your US Bank Paycard account.
8. **Training Acknowledgement**- We offer a required online training regarding “Preventing Discrimination and Sexual Violence.” By signing this document, you acknowledge that you have 90 days from hire to complete this required online training. The training information will be emailed to you from Lawroom after you start your new role.

If you have any questions throughout this process, please contact Megan Ketter at [mketter@shawnee.edu](mailto:mketter@shawnee.edu).

Go Bears!