



OSUE HR Office Use	
	Database Entry
	LTRs to CD & RD
	Briefcase sent
	HR email sent

# New Employee Notification Form

As soon as you have acceptance of the position, please

**FAX** this completed form to: **614-292-5100**

New Employee Name:	
Job Title:	
Program Area:	
OSU Job Requisition # (N/A for student appointments):	
New Employee Work Phone #:	
New Employee Work Fax #:	
County Director or Supervisor:	
Location (county, region, dept.):	
Location Address:	
% FTE appointment:	
Regular / Temp. / OSU Student / Non-OSU Student Appt.	
Offer Date:	
Start Date:	
Former OSUE employee (50% or more FTE, regular appt.)? (Yes / No):	
Current Student? (Yes / No):	
Has new employee been instructed to have a Civilian Background Check completed and sent to OSUE HR to BE ON FILE PRIOR TO THEIR START DATE? (Yes / No):	
Has new employee been given a Declaration of Material Assistance form to read and sign prior to their start date? (N/A for student employees) (Yes / No):	

## PLEASE NOTE - New Employees:

Must have an **ACCEPTABLE BCI REPORT ON FILE IN OSUE HR PRIOR TO START DATE:**

- **WILL NOT BE ENTERED INTO PAYROLL**
- **WILL NOT RECEIVE A PAYCHECK** unless the BCI report is ON FILE with OSUE HR

Have your new employee begin their BCI check **AS SOON AS POSSIBLE!** (BCI reports may take up to three weeks from time of check to receipt by OSUE HR).

Information about how and where to have BCI done:

[http://extensionhr.osu.edu/Documents/Obtaining\\_Fingerprints\\_2008.pdf](http://extensionhr.osu.edu/Documents/Obtaining_Fingerprints_2008.pdf)

Returning this completed form to us as soon as possible allows us to begin preparation of a New Employee Briefcase (to be shipped to your office upon receipt of an acceptable BCI report) for your new employee with a regular, 50% FTE or more appointment.

Thank you again for your assistance!  
Extension, Human Resources