
Getting Established in the College of Veterinary Medicine

Welcome to The Ohio State University and the College of Veterinary Medicine! This check list will help guide you through the necessary steps in order to ensure you are successfully established as an employee in the college. If you have any questions regarding the steps and/or this information please contact your human resources professional.



Pre-Arrival:

Complete Your Human Resources Paperwork

In order to establish your eligibility to work as well as to complete the hire process and activate your employment, you will be required to complete human resources paperwork. Here are some of the key forms you should ensure to complete. Ideally, your forms should be completed and submitted to your departmental human resources professional at least one week prior to your first day of employment. Forms can be found on the CVM HR website at www.vet.osu.edu/hr

- Hire Data Worksheet** – this form contains all of the pertinent information necessary to hire you into the HR system.
- I-9** – this form verifies your eligibility to hold employment in the United States.
- W-4** – you must complete a W-4 to indicate the total exemptions for your local, state, and federal taxes. You can change this form at any time. To learn more about W-4 forms, check out <http://controller.osu.edu/forms/payroll/fw4.pdf>
- Ohio Ethics Receipt** – (See below)
- Statement Concerning Your Employment in a Job Not Covered by Social Security** – as an employee of Ohio State, your earnings are not covered by or apply to Social Security retirement. This statement outlines important information and your acknowledgement regarding the provisions of employment.
- Fraud Acknowledgment** – Pursuant to Ohio Revised Code 117.103(B)(1), Ohio State is required to provide you with information regarding the Ohio Fraud Reporting System and the means of reporting fraud. Each new employee has 30 days after beginning employment to confirm receipt of this information.
- Staff External Activities Request** –(applies to unclassified and classified staff positions only) If you are a staff member who holds external employment in addition to your new Ohio State position and there is a potential for a conflict of interest, you are required to complete this form.

Arrival:

First Day/Week:

Purchase parking permit

Parking permits can be purchased through the CampusParc. Your HR Professional will guide you to the CampusParc office located at 160 Bevis Hall (<http://www.osu.edu/map/building.php?building=307>). In order to obtain your parking permit through pre-tax payroll deduction, you should complete the **Payroll Deduction Election/Change Form** and return it to CampusParc.



You can obtain the form at

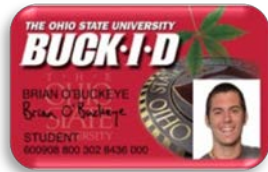
<http://ap.osu.edu/FileStore/PDFs/PreTaxParkingPayrollDeductionElections.pdf>. Be sure to obtain your OSUID (Employee ID) from your departmental human resources professional in order to complete the form.

Temporary employees are not eligible to participate in the pre-tax deduction program and must visit CampusParc to obtain their permit.

CampusParc also provides basic services such as jumping a dead car battery, helping with a flat tire, and providing a minimal amount of gas in emergencies.

Obtain Official Identification

You will receive an id application form from your departmental human resources professional. Both the CVM ID badge and the BuckID can be obtained from the BuckID office located on the 3rd floor of the Ohio Union. You must have your application form prior to requesting an id badge/card. Lost or stolen badges require an application form and you will be responsible for replacement charges. The Ohio Union is located at 1739 North High Street <http://www.osu.edu/map/building.php?building=161>



BUCKID – the BUCKID is your official university ID...and much more! Your BUCKID can be used like a debit card to make purchases on campus, utilize sports facilities, and obtain access to events such as football games, art shows and performances, as well access to some non-CVM facilities.



CVM ID Badge - As an employee of the College of Veterinary Medicine, you are required to display an authorized CVM ID badge at all times while in college facilities. The ID badge is required to participate in some events and programs.

Establish Computing Access

Prior to your first day, you will receive your OSU User ID which is in the format of your name.#. You will get this from your department HR Professional. Once you have this information, you should activate your OSU user account at <http://my.osu.edu>. You will need another email address so that instructions for finalizing your account can be sent to you electronically. Otherwise, you may have to elect to receive it in the US mail which means that you will have to wait to activate your account. In addition, you will receive a CVM User Account which allows you to access college computing resources. You will be required to sign the VIS User Account form and submit it as part of your new hire paperwork. Individuals utilizing university computers, are required to complete associated training. To view the training requirements, visit <http://vet.osu.edu/hr> go to section "New Employee On-Line Training Links". You can also ask your departmental human resources professional or your supervisor for additional assistance.

Set up voicemail and phone settings

Your supervisor should give you a brief overview of the phones used in your area. Your departmental human resources professional can also provide an overview of phones. For more information on the phones including how to setup your voicemail, please visit <http://ocio.osu.edu/services/service-details/phone/instructions/vm/vm-guide/#tutorial>

- ☑ **Complete the OSU New Employee Orientation course** and make note of any questions for your supervisor and/or departmental human resources professional – hr.osu.edu/neo

- ☑ **Complete the CVM Responsible Pharmacy Training Video and the Institutional Data On-Line Training**

All faculty and staff are required to review the CVM Pharmacy Training Video and the Institutional Data Training upon hire. The pharmacy video outlines responsible practices for handling and use of controlled substances. Because we are a health care college, access to controlled substances is possible even for positions that don't provide direct patient care. You can access the video and the link for the Institutional Data Training by visiting <http://vet.osu.edu/hr> under the section "New Employee On-Line Training Links". You should also check with your supervisor regarding additional mandatory training.

- ☑ **Review and sign a copy of job description with supervisor**

- ☑ **Submit Copies of Your Licenses/Certifications**

If your job requires you to be certified/registered/licensed then you are responsible for:

- Submitting current copies of your licenses/registrations/certifications to your departmental human resources professional prior to your first day of employment
- Maintaining all required licenses, registrations, and/or certifications at your cost
- Reporting at any time when your license, registration, and/or certification is revoked or suspended
- Submitting renewed licenses, registrations, or certification to the departmental human resources professional

Please note – if your license is revoked or suspended, you will not be able to perform your job duties and may be reassigned to a suitable position on a temporary basis or, if you lose your license, registration, or certification permanently, you may be terminated from employment. You are required to report this information to your departmental human resources professional and/or supervisor as soon as possible. Failing to report may result in automatic removal from your position.

- ☑ **Obtain Your Keys/Get Keycard Access**

Work with your manager and human resources professional to obtain keys to your office space and/or access to secure areas (as needed for position) and buildings.

- ☑ **Sign up for Direct Deposit**

Employees are strongly encouraged to sign up for direct deposit of their paychecks. Direct deposit is a quick and efficient way of receiving your paycheck without the hassle of a paper paycheck. You should complete your direct deposit information online within 3-5 days of your first working day. You will need your university username and password to access the system. You may enroll in or make changes to your direct deposit by logging into <https://webauth.service.ohio-state.edu/idp/Authn/Stateless> - Make sure you have your bank account number(s) and corresponding routing number(s) ready. Your funds should be directly deposited into your requested account(s) within 1-2 pay periods. An email notification will be sent to your lastname.#@osu.edu account regarding the change to your account.

For International Hires:

- Check in with the Office of International Affairs – Orientation can be scheduled online at hoia.osu.edu/international-scholars/schedule-an-appointment or you can call (614) 292-6101
- Complete online GLACIER Tax Form, information online at controller.osu.edu/pay/pay-nonres.shtm#glacier
- Apply for Social Security Card with the Social Security Office – Information about how to obtain a permanent social is available online at socialsecurity.gov/pubs/10002.html
 - Submit Request for Change of Record form <http://controller.osu.edu/forms/payroll/ChangeRecord.pdf> and copy of Social Security Card to Payroll Services

Post-Arrival:

- Sign up for benefits within 31 days of start date**
 - o Information is available online at hr.osu.edu/benefits.
 - o Online enrollment is managed through the OSU Employee Self Service site at
- Sign up for retirement within 120 days of start date**
 - o Information is available online at http://www.ohr.ohio-state.edu/benefits/rb_newhire.aspx
 - o Failing to make an election within 120 days will result in default election into the appropriate public retirement system programs.
- Sign up for *Buckeye Alert* – the University Safety and Emergency Text/Email Alert System**
 - o Information is available online at <http://buckeyealert.osu.edu/>
- Understand Your Classification**
 - o There are four types of employee classifications at Ohio State:
 - o **Faculty** – includes individuals whose primary role is as educator/teacher in the academic setting. Faculty also guide research projects and perform clinical care based on the primary responsibility of the position. Access faculty rules at <http://trustees.osu.edu/rules/university-rules/rules5.html>
 - o **Unclassified Staff** – includes administrative and professional staff; no probationary periods; employment is “at will”; subject to Ohio Revised Code 124.11. Read more at <http://codes.ohio.gov/orc/124.11>
 - o **Classified Civil Service** - includes skilled trades, office and administrative support; subject to a 6-month probationary period upon hire or promotion. Access the complete rules for Classified Civil Service staff at <http://hr.osu.edu/policy/ccs/index.aspx/ccsrule1.aspx>
 - o **Student Employees** – Includes students who attend school and work part-time providing support to faculty and staff.



A Word about Ohio Ethics Laws!

All employees are subject to Ohio Ethics Laws! The Ohio State University and College of Veterinary Medicine employees are covered under the Ohio Ethics Law for public officials and employees (Chapter 102 and Section 2921.42 of the Ohio Revised Code). We are required to provide you with information about the legislation and obtain written acknowledgement of receipt. You can access the Ohio Ethics Law booklet at <http://www.ohr.ohio-state.edu/forms/ethics.pdf>

Important Information on Retirement Contributions

As an employee of Ohio State, you will not contribute into a Social Security Account! Information about retirement contributions and social security can be found on the following form which you should print off, review, sign, and return to your department's human resources professional prior to or on your first day of employment. The form can be found at <http://www.ohr.ohio-state.edu/Forms/Ben/retireessform.pdf>. The State of Ohio contributes to a state designated retirement system. As such, your contributions will be directed into a plan of your designation. You will have only 120 days to review and elect your retirement plan from your first day of employment. As a new hire, you will have the option to elect to participate in an alternative retirement plan or the state retirement plan. You should review the information on the Retirement Plan Options for New Hires page and attend a new hire informational forum. You can access new hire retirement information at http://www.hr.osu.edu/benefits/rb_newhire.aspx

Getting Paid

- o Your letter of offer will designate the frequency of your paychecks and the date you will receive your first paycheck.
- o Monthly Paid Employees –will receive a paycheck on the last working day of the month.
- o Biweekly Paid Employees – will receive a paycheck every two weeks totaling 26 or 27 pay periods in a year. You may have to wait four weeks before your first paycheck as pay cycles fall two weeks in arrears based on processing timelines.

Requesting Time Off

As an employee, and based on your classification, you may be eligible to receive paid time off. You should consult your departmental human resources professional who can determine the type and amount of leave you are eligible for.



If you need to take time off from your job, whether for personal or health reasons, you must follow university and departmental guidelines. In your first few days, you should consult with your supervisor on the appropriate length of notice for leave and if documentation is required.

All leave requests are subject to departmental approval. It is possible that business needs override your requests for time off. In this case, every effort will be made by the supervisor to provide alternative leave dates.

It is natural, and healthy to take reasonable time off from your job!

To request time off:

- Read and make sure you understand both the university and departmental policies on leave. Discuss this with your supervisor, if possible, before requesting time off to ensure coverage of your duties.
- If you plan on being paid for the leave, you must make sure you have enough paid leave to cover the time. You can obtain this information by either reviewing the information when creating an eLeave request or by reviewing your paycheck stub.
- Complete and submit your eLeave request for approval prior to the leave. Same day absences should be submitted upon return to the unit. You can access eLeave at <http://eleave.osu.edu>

Public Records Act

As an employee of Ohio State, certain records are subject to public records requests. The Ohio State University is subject to the State of Ohio's Public Records Act (ORC 149.43). As a university employee, you are required to fully assist the university in ensuring records you have responsibility for are maintained and to respond to requests when appropriate. Records that contain protected data such as social security numbers is not covered under the public records request but it's safe to assume everything else is including email exchanges and hand written notes. This includes responding to all requests from OSU Legal Affairs and/or College Administration.

If you get asked by the university to assist in a records request:

- Acknowledge receipt by responding to the requester
- Perform a thorough search for any applicable records/information including confidential records
- Make copies and send the originals to the university representative (Legal Affairs/College office)

If you get a direct records request, you should forward it to OSU Legal Affairs for review by calling 614-292-0611. If you have questions, contact the CVM Chief Administrative Officer, the CVM HR Director, or University Legal Affairs.



VMC Staff Only – Order your Scrubs/Uniform

- Staff members who work in the Veterinary Medical Center are entitled to order designated scrubs and/or polo work shirts through the VMC human resources office.
- Staff members who work in the department of Veterinary Clinical Sciences should contact the department human resources professional for scrub contact information.
- Scrubs and polo work shirts are collected upon separation from employment.

Campus Mail Services

Mail services is a vital part of the daily communications at Ohio State. Mail services provides daily mail pickup and delivery of Campus and US Mail. Your departmental human resources professional and/or your supervisor will ensure that you have a mailbox in your department. Here are some important tips to ensure your mail is delivered accurately and promptly.

The infographic is contained within a white rounded rectangle. It features three red circular icons at the top, each labeled 'Tip #1', 'Tip #2', and 'Tip #3'. Below each icon is a light purple rectangular box containing text. Below the tips are two images: a white mail drop box and a white mail truck. Each image has a caption below it.

Tip #1
It is important that you provide your address in the correct format to ensure proper delivery.

Tip #2
Mail Services is for the purpose of sending or receiving university mail.

Tip #3
Campus mail needs only the recipient's name, room number, and building in order to be delivered.

Drop Locations
Drop locations are conveniently located throughout campus.

Receiving and Mail Truck outside the Stores and Receiving Building at 2650 Kenny Road

Getting Around Campus

For the most part, faculty and staff walk to various locations across campus. Ohio State provides an extensive network of sidewalk access that will allow you to access almost every building on the Columbus campus. If you choose to drive, you will have to remember that parking access is limited in certain areas of campus to those who have garage access. If you do not have garage access, check out the university map at <http://www.osu.edu/map/> before leaving to find the closest parking location. Sometimes, it's easier to walk than park.

The Ohio State University also offers campus bus service that allows you to get almost anywhere on campus at no cost (must show BuckID). Not all buildings will have local bus service and you may still have to walk to get to your location.



To view bus schedules and bus stop locations go to <http://ttm.osu.edu/cabs>