

Ohio Department of Medicaid  
**NEW EMPLOYEE ON-BOARDING CHECKLIST**

Name of Applicant

**Payroll Forms - (give to appropriate person in payroll who handles the office area accordingly)**

- SSA 1945 Statement Concerning Your Employment in a Job Not Covered by Social Security
- Employee Statement for Determination of Municipal Tax Liability
- W4/IT4 Employee's Withholding Allowance Certificate
- Authorization for Direct Deposit of Pay
- ADM 4717 Health Care Enrollment Form & Dependent Eligibility Statement
- OPERS Data Sheet (OPERS will contact new employee for plan election)
- Deferred Compensation Form
- Flexible Spending Account Information (if applicable)
- SR-6 Notice of Re-employment of OPERS Benefit Recipient

**HR Forms**

- Signed GEN Form 4268 (employment application)
- Employee information verification (Forms Generator)
- Consent to Conduct Pre-Employment Criminal Background and Employment Reference Check
- Background Information Form for Exempt Unclassified Employees and Questionnaire (if applicable)
- Unclassified Service Explanation and Acknowledgement Form (if applicable)
- Financial Disclosure Statement and Fact Sheet (if applicable)
- ODM 01784 - Court Ordered Child Support and Public Liability Certification
- ODM 01768 - Supplemental Nepotism Statement
- Form I-9 - Employment Eligibility Verification
- EEO Data Sheet
- ODM 07078 – AARW (Automated Access Request Workflow) - Code of Responsibility
- ODM 01773 - Photo Identification
- TimeKeep Data Verification (new hire to complete with supervisor and FAX to BHR)
- Prior Service Acknowledgment and Form (if applicable)
- ODM 01793 - Notification of Outside Employment (if applicable)

**New Employee Informational Handouts**

- Data Access Policy
- Important Contacts and Resources List
- ODJFS Credit Union Handout
- Ohio Employee Assistance Program Handout
- OPERS Welcome New Employees brochure
- Payroll Schedule

Comments ( May use the back of this form)

HRSC Staff Signature

Date

**Applicant Statement: I have been briefed on all of the checked items and understand that my employment is contingent upon verification of minimum qualifications, employment history and favorable criminal background investigation, drug tests and all other agency requirements.**

Applicant Signature

Date

Employee	Office
Supervisor	Bureau

### Employee To-Do List

- Find out your Supervisor Contact Information \_\_\_\_\_
- Meet your peer support partner (where applicable), Contact Information \_\_\_\_\_
- Find out your Employee Identification Number \_\_\_\_\_
- Enroll in Benefits within 31 calendar days from hire date: your date: \_\_\_\_\_
- Schedule discussion of New Employee On-boarding online references \_\_\_\_\_
- Confirm registration for Workplace Harassment and Cultural Diversity Training \_\_\_\_\_
- Discuss registration for Ethics Training with your supervisor \_\_\_\_\_

### Information Available Online

- New Employee Policy Receipt Confirmation
- Employee Handbooks
- Employee Guide
- Ohio Revised Code
- Medicaid Training
- Holiday and Pay Schedule
- <http://www.das.ohio.gov/forStateEmployees.aspx>
- OAKS <http://epay.ohio.gov>
- [www.myohio.gov](http://www.myohio.gov)
- Disability Plan (see IPP 5103)
- [www.das.ohio.gov/Divisions/HumanResources?BenefitsAdministration.aspx](http://www.das.ohio.gov/Divisions/HumanResources?BenefitsAdministration.aspx)
- FMLA IPP (see IPP 5104)

### Topics to be Covered by Supervisor or Designee

*Supervisors: Please review and check off items as you address them with your new employee*

- Job duties and performance expectations
- Equipment use and access
- Performance appraisal system
- Location of reference material (if applicable)
- Work schedules & Breaks/Overtime Provisions
- Telephone use/etiquette/voicemail/directory
- Time and leave reporting procedures/TimeKeep
- E-mail account and usage tips
- Types of leave and accrual dates
- Emergency notification information
- Requesting time off/Call-off procedures
- Inclement weather procedures/policies
- Function of department/Organizational Chart
- Building use and access/security
- Interrelationships with other departments
- Employee ID
- Required & optional training
- Emergency evacuation plan
- Union representative contact information