



# New Employee Notification Form

**As soon as you have acceptance of position offer,**  
**please FAX this completed form to: 614-292-5100**

New Employee Name:	
Job Title:	
Program Area:	
Email:	
OSU Job Requisition # (N/A for student appointments):	
New Employee Work Phone #:	
New Employee Work Fax #:	
County Director or Supervisor:	
Email:	
Location (county, region, or 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:

In order for your new employee to be entered into payroll and to receive a paycheck, **they must have:**

**An ACCEPTABLE BCI REPORT ON FILE IN OSUE HR PRIOR TO START DATE:**

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/payroll/bci.htm>

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