PSS New Employee Form

U.S. Citizen: Documents needed are Social Security Card, Photo ID, Voided Check or Direct Deposit Authorization form from your bank. You will also need information for one beneficiary (name, date of birth, social security number).

International employees: Meet with Trisha Iyonsi at ISS (su-iss@okstate.edu). Take all original immigration documents to appointment. Bring the packet you receive from ISS to Lesleigh Dexter, 369 Ag Hall to complete your hiring process.

Date _____

Banner ID _____

Full Name _____
First Middle Last Suffix

OSU email address _____

Project Leader/Supervisor _____

Account Number _____ **Federal Funding (CITI-RCR)** Yes ___ No ___

Pay rate per hour/month _____ **Start date** _____

Position Type (Circle one)

Faculty Post-Doc Staff Temp

Grad Student Student

Home department of Non-PSS graduate students _____

☑ Bring completed form & all necessary documents to Lesleigh Dexter (369 Ag Hall, 405-744-7501, lesleigh.dexter@okstate.edu).

☑ See Vickie Brake for required safety trainings (264 Ag Hall, 405-744-9577, vickie.brake@okstate.edu).

FOR OFFICE USE ONLY		
Added to Training File	List Serv List	New Employee
Current Quarter	Title IIV & IX	CITI RCR Training