

PaSS New Employee Form

Please allot a time period of 1.5 to 2 hours for completion of application and trainings.

U.S. Citizen Graduate Students and Part-time employees documents needed: Offer Letter (Grad-students), Un-laminated Social Security Card, Driver's License, Blank Voided Check or letter from your bank stating account number and routing number.

International Graduate Students and Part-time employees documents needed: Un-laminated Social Security Card, offer letter, work permit. I-9 filled out by ISS, W-4 filled out by ISS, I-94, I-20, Passport, Blank Voided Check or letter from your bank stating account number and routing number.

Please print clearly

Today's Date: _____

Employee Name _____

CWID _____

Project Leader _____

Account Number _____ Federal Funded (CITI-RCR) Yes No

If yes do you want Vickie Brake to take care of the CITI RCR training? Yes No

Estimated hours to work per week? _____ Rate of Pay per Hour _____

Appointment Period: Start Date: _____ End Date: _____

Work Permit Expiration Date if Applicable

E-mail address (personal) _____

E-mail address (OSU e-mail) _____

OSU Student? ___Yes ___No ___ Have you ever been an OSU student ___Yes ___No

When were you an OSU Student? _____ Are you currently employed by OSU ___Yes___ No

Were Employed by OSU in the last 6 months past? ___Yes___ No When were you employed? _____

Where were you employed _____

Position: (If person is a Non-PaSS MS or PhD student please list what dept they are affiliated with.)

___Faculty ___Post-Doc ___Staff ___PaSS MS Grad Student ___Non-PaSS MS Grad Student

___PhD Grad Student ___Non-PaSS PhD Grad Student___ Undergraduate Student ___J1 ___F1

___Summer thru Fall Semester Over 18 ___Summer/Temp Over 18 ___Summer/Temp 16-18

___Summer/Temp 14-15 ___H1B ___Visiting Scholar

If you are a Visiting Scholar are you paid by OSU funds? ___Yes ___No

J1: The minimum length of an intern program is three weeks; the maximum length is 12 months per degree/major. No extensions beyond the 12 months are permitted. The internship program must be full-time with a minimum of 32 hours a week.

F1: See Site: <http://iss.okstate.edu/f-1-visa-holders-maintaining-f-1-status-uscis-regulations-sevis>

Completed Trainings: New Employee _____ Current Quarter _____ Title IIV & IX _____

CITI-RCR Training (required if federally funded) _____



Plant and Soil Sciences New Employee Information

Website: pss.okstate.edu

Full-Time/Part-Time/Temporary/Students/Graduate Students

Payroll Sign-Up – Debbie Porter, 162 Ag Hall, 405-744-6414, debbie.porter@okstate.edu.

See the Back of this Sheet for Required Documents. Bring all required documents. Copies of required documents will not be accepted - you must have originals. Also required at this time is completion of New Employee Safety Training, current quarter training, Title IIV and IX training, and CITI-RCR if required.

To activate/obtain/acquire OSU E-mail, Staff Photo ID, CWID (Campus Wide ID) - 113 Math Sciences 744-4357: You will receive an e-mail from OSU in your alternate e-mail (e-mail used when completing payroll documents) around 5-10 days after you have signed up as a New Employee. This e-mail will tell you how to activate your O-KEY Account. When you access your O-Key account you will see personal information, such as your Name, CWID, O-Key Login Address, O-Key Account Username. Keep the pin number you will need it when you go to 113 Math Sciences to get your photo ID.

Time Sheets/Leave Slips – myokstate.edu (Banner System)

Full Time New Employee Orientation/Benefits Enrollment (for permanent employees) - Employee Services at 744-5449: Benefits Enrollment for new employees must occur within 30 days of the employee’s start date. Please call Employee Services at 744-5449 to register. Orientation is held twice monthly on Thursdays, 8:30am to 12:30pm, 106B Whitehurst. If you cannot attend an enrollment session go to 106J Whitehurst to sign up for benefits. If you have dependents you will need the following: Marriage Certificate, Birth Certificates for each child or the First page of your Tax Return that lists all of this information (you may white out the amounts).

Remember, benefits enrollment for new employees must occur within 30 days of the employee’s start date.

Graduate Student Health Insurance – Graduate College, 202 Whitehurst, 405-744-6368, gradcollege.okstate.edu: You are automatically enrolled in the Student Health Insurance Plan if you meet the requirements set in place by Graduate College. This is the link containing information for graduate student benefits. <http://hr.okstate.edu/student-health-plan>

Parking Permit: Go to www.parking.okstate.edu select parking service, purchase a permit. Office Hours at 1006 W. Hall of Fame (which is the North East Corner of Monroe and Hall of Fame) 7:30am to 5:00pm Monday through Friday Closed Saturday and Sunday, phone 405-744-6525.

Safety Training – Vickie Brake 264 Ag Hall, 405-744-9577

Required by the Department of Plant and Soil Sciences, OSU Policy and Oklahoma State Laws

New Employee Training, Current Quarterly Training and Future quarterly trainings must be completed by **all employees:** fulltime, part-time, temporary, students, interns, and visiting scholars. Please complete your trainings in a timely manner.

Title VII and Title IX Training: Everyone is required to complete this yearly training. Go to the link and select the section that fits you.

Sections are Faculty, Staff, Student, Part-Time Faculty and Part-Time Staff. When completed bring or e-mail me a copy or screen shot of the confirmation page. <https://hr.okstate.edu/TitleVIITitleIXTraining>. You must either email or mail a copy of your completion sheet to the following individuals: Vickie Brake (264 AGH) – vickie.brake@okstate.edu, Office of Equal Opportunity (408) Whitehurst) – eeo@okstate.edu. If you do not send the appropriate documentation to these two individuals you will be asked to redo the training.

CITI-RCR (Collaborative Institutional Training Initiative – Responsible Conduct of Research): <https://www.citiprogram.org>. Your supervisor will determine if you need to complete this training. When completed please send a pdf or print out of this report to vickie.brake@okstate.edu. **You are required to complete this training before you begin to work.**

Departmental Contacts:

Dr. Jeff Edwards , Department Head, 369 AGH (405) 744-6130, jeff.edwards@okstate.edu	Tina Johnson , Payroll Questions, 369 AGH, (405) 744-6130, tina.r.johnson@okstate.edu
Vickie Brake , Web Sites, Required Trainings, Poster Printing 264 Ag Hall, (405) 744-9577, vickie.brake@okstate.edu	Debbie Porter , New Hires/Travel/Assists Teaching Professor 162 Ag Hall, (405) 744- 6414 debbie.porter@okstate.edu
Sharon Williams , P-Card, Office Keys, 371 Ag Hall, (405) 744-8316 sharon.williams11@okstate.edu	Barbara Krajacic , Accounting Specialist, 370 Ag Hall, (405) 744-6422, barbara.krajacic@okstate.edu
Jessica Willis , Computer Specialist, 364 Ag Hall, (405) 744-7061 jessica.r.willis@okstate.edu	Michelle Baird , Accounting Specialist, 372 Ag Hall, (405) 744-9606, michelle.baird@okstate.edu

New Employees: Must have the following in their possession before enrolling for employment. All documents must be unexpired. Expired documents will not be accepted.

Social Security Card: I must see your **actual card** copies are not accepted. The card **must be signed**. **Every Paid Employee** must have a Social Security Card if you do not have one you must acquire one. **If your card has been laminated it is voided**. You will need to apply for a new card at the Social Security Administration office.

List A You must have 3 of these items (International Students (most commonly used Passport, I-94 and I-20)):

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
 - A. Foreign passport; and
 - B. Form I-94 or Form I-94A that has the following:
 1. The same name as the passport; and
2. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Island (RMI) with Form 1-94 or Form 1-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

Or you must have 1 item from List B and 1 item from List C below (Students who are U.S. Citizens):

List B

For individuals 18 years of age or older:

1. Driver's license or ID card issued by a state or outlying possession of the United States, **provided it contains a photograph** or information such as name, date of birth, gender, height, eye color, and address.
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. School ID card with a photograph.
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For individuals under age 18 who are unable to present a document listed above:

10. School record or report card

11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

List C

1. Social Security Account Number card unless the card includes one of the following restrictions:
 - 1) Not valid for employment
 - 2) Valid for work only with INS Authorization
 - 3) Valid or work only with DHS AuthorizationNote: A copy (such as a metal or plastic reproduction or laminated card) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State Form DS-1350
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American Tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by DHS

OSU only has direct deposit for check to be deposited in a CHECKING ACCOUNT you **MUST** have a Blank Voided check OR

If you do not have checks you must have the following:

Letter from your Bank on **bank stationary** stating you have a checking account, the account number, the bank routing number. This can be printed from your account if you have those capabilities.

OR:

For check to be deposited in a SAVINGS ACCOUNT you must have:

Letter from your Bank on bank stationary stating you have a savings account, the account number, the bank routing number.