

Personnel Action Center



Forms Only

No Personnel Action
Required

**P.A. Training
Center**

Hire

Click on the **Hire** button to find checklists, forms, packets, and job aids relating to newly hired, and rehired employees.

**Interruption/
Leave**

Click on the **Interruption/
Leave** button to find checklists, forms, and job aids relating to employees placed on or returning from seasonal interruption or seasonal leave status.

Changes
(Currently Under Development)

Click on the **Changes**
(Currently Under Development) button to find checklists, forms, and job Aids relating to employees who are changing positions, or locations.

Termination

Click on the **Termination** button to find checklists, forms, and job aids relating to employees who are terminating due to retirement, resignation, or other separation types.

HIRE

Click on the corresponding Personnel Action

New Hire

Rehire

START OVER

NEW HIRE

Click on the corresponding Employee Type

Permanent

N.R.S.
Natural Resources
Specialist

Intermittent

← PREVIOUS

START OVER →

NEW HIRE PERMANENT

Hiring Forms, Job Aids, and Benefits Information are available within the checklist below.

**New Hire
Permanent
Checklist**

← PREVIOUS

START OVER →

NEW HIRE OTHER INTERMITTENT

Hiring Forms & Job Aids are available within the checklist below.

**New Hire
Intermittent
Checklists**

← PREVIOUS

START OVER →

NEW HIRE

N.R.S.

Natural Resources Specialist

Hiring Forms & Job Aids are available within the checklist below.

**New Hire
N.R.S.
Checklist**

← PREVIOUS

START OVER →

NEW HIRE INTERMITTENT

Hiring Forms & Job Aids are available within the checklist below.

New Hire
College Intern
Checklist

New Hire
Lifeguard
Checklist

New Hire
Other Intermittent
Checklist

← PREVIOUS

START OVER →

REHIRE

Click on the corresponding Employee Type

Permanent

N.R.S.
Natural Resources
Specialist

**Other
Intermittent**

← PREVIOUS

START OVER →

REHIRE
PERMANENT

Is this applicant a retiree from the State of Ohio?

Yes

No

← PREVIOUS

START OVER →

REHIRE - NON RETIREE PERMANENT

Hiring Forms, Job Aids, and Benefits Information are available within the checklist below.

**Rehire-
Non Retiree
Permanent
Checklist**

← PREVIOUS

START OVER

REHIRE - RETIREE PERMANENT

Hiring Forms, Job Aids, and Benefits Information are available within the checklist below.

Rehire - **Retiree** Permanent Checklist

← PREVIOUS

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REHIRE INTERMITTENT

Hiring Forms & Job Aids are available within the checklist below.

Rehire
College Intern
Checklist

Rehire
Lifeguard
Checklist

Rehire
Other Intermittent
Checklist

← PREVIOUS

START OVER →

**REHIRE
N.R.S.**

Natural Resources Specialist

Hiring Forms & Job Aids are available within the checklist below.

**Rehire
N.R.S.
Checklist**



REHIRE COLLEGE INTERN

Click on the corresponding Forms

**Rehire
College Intern
Checklist**

← PREVIOUS

START OVER →



Human Resources Forms Center

Job Aids

Ohio Civil Service Application

Supplemental Employment Agreement

Unclassified Service Explanation & Acknowledgment

I-9 Employment Eligibility Form

Employee ID Badge Request Form

I-9 Training

Address Change/Municipal Tax Liability Form

Ohio Employee Withholding Exemption Certificate (IT-4)

Appointment Type Acknowledgment Letter

Statement Concerning Your Working in a job not Covered by Social Security

Unclassified Separation Letter

Deferred Compensation

Secondary Employment

Medical Enrollment Forms

Vision & Dental Forms

Important Coverage Information

Important Coverage Information

Appointment Type Acknowledgment Letter

E.E.O. Statement

Nepotism Statement

Prior Service Certification Form

Policy & Procedure Acknowledgment

Release of Information Form

Retirement Letter

Resignation Letter

Unclassified Separation Letter

Limited Tax Waiver



P.A. Training Center

**I-9 Training
Presentation**

Ethics Training

START OVER



P.A. Training Center

I-9 Training Presentation
(15 min) Click "Allow" – "Yes"–
"Save" – "Open" and presentation
will begin automatically

Important Medical Coverage Information

It is important that benefits enrollment paperwork be completed, and submitted, in as timely a manner as possible.

The insurance enrollment process can take several (3-4) weeks to complete its cycle after benefits paperwork has been submitted. There may be a corresponding delay in coverage showing on the third-party provider websites.

If the coverage date begins before it shows on the third-party provider website, the employee will still have retroactive coverage, and any covered medical expense will be reimbursed if the employee has paid for it. Reimbursement forms are available on the provider websites.

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Important Dental/Vision Coverage Information

The employee must complete 1 year (26 consecutive active pay periods) before they qualify for initial enrollment. If the employee is placed on an interruption, the active pay periods stop. Upon the employee's return, the active pay periods begin again and count towards their initial waiting period.

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If employee has been previously terminated, and has a break in service greater than thirty (30) days, benefits restart at zero "0".

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START OVER →

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← PREVIOUS

START OVER →

BENEFITS FORMS & INFORMATION

Click on the corresponding forms

**Medical
Enrollment
Forms**

**Important Medical
Coverage Information**

**Vision & Dental
Enrollment
Forms**

**Important Dental
Coverage Information**

PREVIOUS

START OVER

INTERRUPTION / LEAVE

Click on the corresponding Personnel Action

**Starting
Interruption/
Leave**

**Returning from
Interruption/
Leave**

START OVER



Job Aids Center

Click on the corresponding Forms Delivery

**Complete
Job Aids
Packet**

**Individual
Forms**

START OVER



Job Aids Center

Click on the corresponding Forms Delivery

**Complete
Job Aids
Packet**

**Individual
Forms**

← PREVIOUS

START OVER



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**Individual
Forms**

PREVIOUS

START OVER



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START OVER



Job Aids Center

**How to use
MyOhio.gov
(Video Library)**

**Updating Direct
Deposit**

**ELMS Learner
Basics**

Ethics Training

**OAKS Employee
Self Service First
Time Log-In**

W-4 Tax Information

**Complete Job Aid
Packet**

PREVIOUS

START OVER



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W-4 Tax Information

**Complete Job Aid
Packet**

PREVIOUS

START OVER

TERMINATION

Click on the corresponding classification to be terminated

**Natural
Resources
Specialist (NRS)**

**All Other
Classifications**

START OVER

Natural Resources Specialist TERMINATION

Click on the corresponding termination type

NRS Unclassified Separation

Unclassified Separation is used when the **“employer”** ends the term of employment with the employee

NRS Resignation

Resignation is used when the **“employee”** ends the term of employment with the employer

← PREVIOUS

START OVER →

Natural Resources Specialist **TERMINATION**

Click the button below

NRS Unclassified Separation

Send an email to hr@dnr.state.oh.us containing the following information: **Unclassified Separation, Employee's Name, Employee I.D., Last Day Worked.**
Additional Forms Required

← PREVIOUS

START OVER →

Natural Resources Specialist TERMINATION

Click on the corresponding termination type

NRS Written Resignation

Click the button above, and have the employee complete the **Written Resignation Letter**. If the employee had written a different letter, please ensure that it includes their **Last Day Worked**.

NRS Verbal Resignation

Click the button above, and complete the **Verbal Resignation Acknowledgment Letter**. A copy should be sent to the employee, and scanned and sent to.

← PREVIOUS

START OVER →

TERMINATION

Click on the corresponding Termination/Separation type

Retirement

Resignation

**Unclassified
Separation**

← PREVIOUS

START OVER

TERMINATION

Click on the corresponding Division



Wildlife



Parks



Watercraft

START OVER

TERMINATION

Click on the corresponding Division



Wildlife



Parks



Watercraft

START OVER

TERMINATION

Click on the corresponding Division



START OVER

Retirement **TERMINATION**

Click on the corresponding Forms

**Retirement
Checklist**

**Retirement
Information**

← PREVIOUS

START OVER

Retirement **RETIREMENT FORMS**

Click on the corresponding Forms

**Retirement
Letter**

**Leave
Conversion /
Restoration
Form**

**Retiree I.D.
Badge**
(Law Enforcement Only)

Exit Interview

← PREVIOUS

START OVER →

Retirement

RETIREMENT INFORMATION

Click on the corresponding Information Links

**Retiree
Benefit Recipient's
Handbook**

**OPERS Retiree
Main Site**

**Retiree Forms
View, Print, and
Order**

**Retiree
OPERS Forms Help**

**Retiree
How to Use Fill-in
Forms**

← PREVIOUS

START OVER →

Resignation **TERMINATION**

Click on the corresponding Forms

**Resignation
Checklist**

← PREVIOUS

START OVER

Resignation **RESIGNATION FORMS**

Click on the corresponding Forms

**Resignation
Letter**

**Leave
Conversion /
Restoration
Form**

Exit Interview

← PREVIOUS

START OVER →

Unclassified Separation **TERMINATION**

Click on the corresponding Forms

**Unclassified
Separation
Checklist**

← PREVIOUS

START OVER →