

ODNR New Hire/Rehire/Transfer Checklist

All Employees:

- Application for secondary employment
- Address Change/Municipal Tax Liability Form (ADM0328)
- Direct deposit job aid (formerly ADM4280)
- Employee's Withholding Allowance Certificate (W-4)
- Employee's Withholding Exemption Certificate – Ohio Dept. of Taxation (IT-4)
- Employment Eligibility Verification (I-9)
 - Copies of verification documents attached
- Fraud-reporting Information Acknowledgement Form (Auditor of State)
- Ohio Deferred Compensation Election
- Ohio Civil Service Application
 - Signature required
- New Employee Acknowledgement Form / Policy Awareness Acknowledgement
- New Hire (EEO stats, DNR1201)
- Supplemental Employment Agreement (ADM 4288)
- Supplemental Nepotism (ADM 4173)
- SSA-1945

For Permanent Employees Only:

- Health Care Enrollment (ADM4717)
 - Dependent Verification Document Provided along with Plan Information/Rates
(Student Affidavit, HB1, if applicable)
- Prior Service Certification

For Unclassified Employees Only:

- Unclassified acknowledgement
- Financial disclosure acknowledgement

Additional Forms (if applicable):

- Consent Form
 - Consent to HQ County Change, Appt Type Change, etc
- Drug Tested Position Acknowledgement
- Drug/Alcohol Test Notification
- Residency Requirement Acknowledgement
- Dental/Vision Enrollment

Forms Completed by Employer Only:

- Request for Employment Information
- Pre-Hire Review (ADM 4174)
- Welcome Letter
 - Should include official start date, report-to location, etc
- Personnel Action
- New Hire Reporting (completed online)
- Ohio Public Employees Retirement System – Personal History Record (completed online)