

## ODNR New Hire / Rehire / Transfer Form Checklist

### All Employees:

- Authorization for Direct Deposit of Pay
- Authorization for Payroll Deduction
- Declaration regarding Material Assistance/Non-Assistance to a Terrorist Organization
- Employee E-Pay Notification
- Employee Statement for Determination of Municipal tax Liability
- Employee's Withholding Allowance Certificate (Form W-4)
- Employee's Withholding Exemption Certificate – Ohio Dept. of Taxation
- Employment Eligibility Verification (Form I 9)
  - Copies of verification documents attached
- Ohio Deferred Compensation Election
- Ohio Civil Service Application
  - Signature required
- Supplemental Employment Agreement (ADM 4288)
- New Employee Acknowledgement Form / Policy Awareness Acknowledgement
- New Hire (EEO stats, DNR1201)
- Supplemental Nepotism (ADM 4173)
- SSA-1945

### For Permanent Employees Only:

- Health Care Enrollment
  - 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

Ohio Public Employees Retirement System – Personal History Record