



# New Employee Notification Form

**As soon as you have acceptance of position offer,**  
 please complete, save and email form to:  
[bahnsen.9@cfaes.osu.edu](mailto:bahnsen.9@cfaes.osu.edu)

Receipt of this completed form allows us to begin preparation of a New Employee Briefcase for your new employee with a regular, 50% FTE or more appointment.

New Employee Name:	
Job Title:	
Program Area:	
Email:	
OSU Job Requisition # (N/A for student appointments):	
New Employee Work Phone #:	
New Employee Work Fax #:	
County Director or Supervisor:	
County Director or Supervisor Email:	
Location (county, region, or dept.):	
Location Address:	
% FTE appointment:	
Regular / Temp. / OSU Student / Non-OSU Student Appt.	
Offer Date:	
Start Date:	

- Yes  No Former OSUE employee (50% or more FTE, regular appt.)?  
 Yes  No Current Student?  
 Yes  No Has new employee been instructed to have a web-based check (Lexis Nexis) and a fingerprint check completed prior to their start date?  
 Yes  No Has new employee been given a Declaration of Material Assistance form to read and sign prior to their start date? (N/A for student employees)

## PLEASE NOTE:

Your new employee's start date and being entered into payroll to receive a paycheck **are contingent upon:**

**Completing and having on file in the OSUE HR Office an acceptable web-based check and fingerprint check**

Have these checks completed **AS SOON AS POSSIBLE!** (results may take up to three weeks to reach the OSUE HR Office). For more information: <http://extensionhr.osu.edu/payroll/bci.htm>

Thank you again for your assistance!  
 Extension, Human Resources