



NEW HIRE FORMS CHECKLIST & INSTRUCTIONS

Please complete all forms as directed and bring on your first day of work or to your scheduled Benefits Orientation.

- State of Ohio Tax Withholding Exemption Certificate
- W-4 Form
- Employment Eligibility Verification (I-9 Form)
Complete Section 1, Sign and Date. You will need to bring proper documentation as listed on page 5 of the form I-9.
- Confidential Data Record
- Office of Federal Procurement Policy Act
Please sign when an HR representative can witness.
- Policy of Computing Ethics
- Intellectual Property Rights Agreement
- Conflict of Interest Policy for Government Funded Programs
Review this form with your supervisor before signing.
- Procedure for Implementing UDRI's Business Ethics and Integrity Code
Please review and keep for your records.
- Employment Agreement
Please sign when an HR representative can witness.

Questions? Contact Staffing—call Jen Duwel at (937) 229-2722 or Charity Whitfield at (937) 229-2779.