Central Ohio Technical College
Student Employment Program
New Hire Forms, Instructions and Other Important Information

All student employees must complete certain documents before they may begin working. Please be sure to complete all the necessary forms (*follow instructions carefully*),and become familiar with other important information included in this packet.
All forms must be completed in ink.

Forms to be submitted to the Office of Human Resources (Hopewell Hall):

- **Employment Eligibility Verification (I-9)** - The Form I-9 must be completed before the first day of employment. Documentation is required for the Office of Human Resources to validate the Form I-9. The most common documents used with the Form I-9 are a Driver's License and Social Security Card or a Driver's License and Birth Certificate. For other documents accepted to validate the Form I-9, please see the back of the Form I-9.

- **Employee's Withholding Exemption Certificate (IT 4)**

- **Employee's Withholding Certificate (W-4)**

- **Social Security Protection Act of 2004 Statement (SSA-1945)**

- **Personal Data Record**

- **Ohio Ethics Law Acknowledgement Form –** Central Ohio Technical College employees are covered by the Ohio Ethics Law for public officials and state employees (Chapter 102 and Section 2921.42 of the Ohio Revised Code). The campus must provide each new employee with information about this legislation and obtain written acknowledgement of receipt. The most current version of the Ohio Ethics Law and related status are available online at https://ethics.ohio.gov/education/overview.html

- **Acknowledgement of Receipt of Auditor of State Fraud-reporting System Information** - Information about the Ohio fraud-reporting system and the means of reporting fraud is online at the Ohio Auditor of State website www.auditor.state.oh.us and http://www.auditor.state.oh.us/fraud/default.html. Ohio Code Section 124.341 may be reviewed at http://codes.ohio.gov/orc/124.341

- **Direct Deposit Instructions** – A check will be mailed on payday for any employee not participating in this option. Direct deposit must go through a pre-note process; depending on when the bank information is posted it may be two pay periods before direct deposit is active; until then, a paper check will be mailed.

Other Important Information:

- Student employees with enrollment status of six (6) or more credit hours per semester have the option to participate in the Ohio Public Employees Retirement System (OPERS) at a rate of 10% of gross wages (also subject to Medicare tax at 1.45%) or may elect exempt status if desired. Regardless of OPERS exempt election, if a student is enrolled for less than 6 credit hours, OPERS (10%) and Medicare Tax (1.45%) will be withheld from gross wages. The OPERS withholding may be refunded to you 90 days after the discharge of your employment with the College. Refund applications are available at https://www.opers.org/forms (Traditional Pension Plan Refund Application).

You will receive an email and/or text from Ohio Public Employees Retirement System (OPERS) with a link to their website. You must respond on OPERS website if you wish to have 10% withheld for retirement or choose to opt out of the program. If you do not respond, OPERS will require the college to withhold 10% for retirement purposes. Please do not delay, as there are time constraints for you to respond.

- **Timecards** – Via myCOTC, find the Employee Self Service card and open it, select Employee, then select Time entry. See Timecard Training for more information.

- **Payroll Schedule and Calendar** – Contains pay periods, timecard due dates, pay days and other important dates. You can view this information in Student Employee Resources.

- **Pay Information (Pay Stubs)** – Via myCOTC, find the Employee Self Service card and open it, select Employee, then select Earnings Statements.

- **Employee Handbook –** This handbook contains the Student Employment program guidelines and instructions. You can find view handbook in Student Employee Resources.

- **Work Permit** - Any person less than 18 years of age who has not obtained a high school diploma or its equivalence must have a Work Permit before beginning work. Please refer to https://apps.com.ohio.gov/dico/minorworkpermit/ for the form and further instructions.

- **Background Check** – Some positions require the selected applicant(s) to complete a background check (please refer to the job description). You will receive an email message from *First Advantage*, a third-party vender, requesting information required to initiate a background check. This email may contain characteristics that look like phishing attempts, however, please be assured that this is a legitimate request generated from the vendor's platform on behalf of COTC. Please check your spam folder periodically and contact me if you do not receive this email within three days.

- **New Health Insurance Marketplace Coverage Options –** As a requirement of the Patient Protection and Affordable Care Act (PPACA), the attached notification is to inform you that you can now purchase medical coverage from the new Health Insurance Marketplace as of October 1, 2013. This coverage option is in addition to any college/university sponsored 2014 medical coverage for which you may qualify. For more information, please contact **1-800-318-2596**, or visit **www.healthcare.gov**.

Check List	Submitted to:	Date Submitted:
Employment Eligibility Verification (I-9)		
Employee's Withholding Exemption Certificate (IT 4)		
Employee's Withholding Certificate (W-4)		
Social Security Protection Act of 2004 Statement (SSA-1945)		
Personal Data Record		
Acknowledgement of Receipt of Auditor of State Fraud-reporting Information		
Ohio Ethics Law Acknowledgement Form		
Direct Deposit Form (optional)		