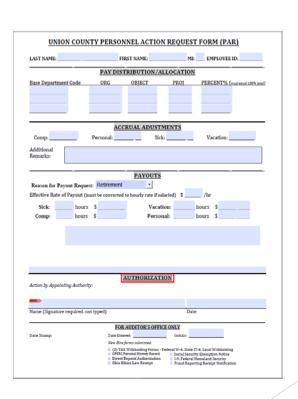
New Hire Instructions

Fill out the PAR (Personal Action Request) Return it to the Auditor's Office ASAP

Located on the Budgetary Resources Page





Fill out the UC Computer Security Sheet

*Located on the Budgetary Resource Page under New Hire

Send to: support@co.union.oh.us

UNION COUNTY COMPUTER SECURITY SHEET FOR NEW EMPLOYEES

rlease complete this form for new employees and e-mail it to supportaco.v	mon.on.us
Employee Name: Start Date: Position/Department: Work Location: Supervisor:	
Will this employee need a Windows network logon account?	□ yes □ no
- Default account login will be first initial, then last name. John Smith wor	uld be 'jsmith
Please specify a password.	
 Windows network password must be at least 8 characters containing a ca a numeric character 	pital letter an
Will this person require Internet access? - The Internet login and password is the same as the Windows network log - This employee must sign the Union County Internet Agreement before usi	
Will this person require e-mail/Office 365? Is this employee replacing a departing/departed employee? If so, what is the departing/departed employee's name?	□ yes □ no
Will this employee require a Tyler Munis budgetary management account time sheet/time entry access)? \square yes \square no	(other than
What department specific software will this employee require?	
What department specific hardware will this employee require? ie. printer, copier.	scanner, and
When complete e-mail to: mailto:support@co.union.oh.us	
EMPLOYEE SIGNATURE ELECTED OFFICIAL / DEPARTM	ENT HEAD

Last Updated: 12/5/18



The new employee will fill out these forms either before or during their appointment time:

- **▶** I-9
- City & School Form
- OPERS Social Security Form
- Full-Time
 - Insurance
 - ► Life Insurance

ESS - New Hire

- Salary Notification acknowledgement
- ► I-9 hard copy scanned into Munis
- ▶ W-4 employee input into ESS
- City & School Tax hard copy scanned into Munis
- Direct Deposit employee input into ESS
- Social Security OPERS Form hard copy scanned into Munis

*The scanned copies can be accessed in Munis Employee Inquiry

Attach

Select the Attachment

- ► The following are all acknowledgements:
 - Auditor Fraud Form
 - Internet, Email & Online Policy
 - Social Media
 - Ohio Ethics Law
 - Personal Policy
 - Workplace Safety & Illegal Activity
 - Drug Free Workplace Act
 - Discriminatory Harassment

*These policies are all in the employee "resources" in ESS, which they can access at any time. *

NEW HIRE PROCESS - SUMMARY

Submit New Hire PAR form and IT Computer form as soon as possible.

Call or Email the Auditor's Office to set up an appointment within 3 days of hire.

At the time of the appointment (should only last 15-20 minutes) we will need the employee I-9 documents, the employee will also need to bring their information for direct deposit (bank name, routing and account #'s)

Department Payroll Clerks can access their New Hire forms in Munis under Employee Inquiry. Click on the paper clip.

All forms are located on our Budgetary Resource Page:

Union County Auditor's Budgetary
Resources

Budgetary Calendar
Financial Policies and Forms
New Hires
Payroll Policies and Forms
Tyler Munis Financial/Revenue/Budget
Instructions
Tyler Munis Payroll Instructions
Additional Resources