

# New Hire Instructions

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

Located on the Budgetary Resources Page

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**RESET FORM**  
**PRINT FORM**

Form Effective Date: Oct. 10, 2018  
**UNION COUNTY PERSONNEL ACTION REQUEST FORM (PAR)**

LAST NAME: FIRST NAME: MI: EMPLOYEE ID:

Please indicate type of request: **New Hire**

Requests/Remarks: "MAY ATTACH ADD'L PAPERWORK IF NECESSARY"

Effective Date:

**DEMOGRAPHIC**

Address 1: SSN:  
Address 2:  
City: State: Zip:  
Email:  
Phones: Home Cell:  
Work Other:  
DOB: Hire Date: Adjusted Hire Date:  
Marital Status: Ethnicity: Gender:

**EMPLOYMENT INFORMATION**

Position #: Location:  
Job #: Location:  
Retirement Type: OPERS  
If New Hire or Re-Hire, has this employee retired from OPERS, LEPRS, or STRS? NO YES

**PAY RATE & STATUS INFORMATION**

Pay Type: Salary/Exempt OT  
Pay Status: Full-Time

Rate	Hourly Rate -OR- Biweekly Salary	Hours/Pay Period	Annual Salary	Annual Hours
Rate 1				
Rate 2				

**UNION COUNTY PERSONNEL ACTION REQUEST FORM (PAR)**

LAST NAME: FIRST NAME: MI: EMPLOYEE ID:

**PAY DISTRIBUTION/ALLOCATION**

Base Department Code	ORG	OBJECT	PROJ	PERCENT% (must total 100%)

**ACCRUAL ADJUSTMENTS**

Comp: Personal: Sick: Vacation:

Additional Remarks:

**PAYOUTS**

Reason for Payout Request: Retirement  
Effective Rate of Payout (must be converted to hourly rate if salaried) \$ /hr

Sick: hours \$ Vacation: hours \$  
Comp: hours \$ Personal: hours \$

**AUTHORIZATION**

Action by Appointing Authority:

Name (Signature required, not typed) Date

**FOR AUDITOR'S OFFICE ONLY**

Date Entered: Initials:

New Hire forms submitted:

- (F) TAX Withholding Forms - Federal W-4, State IT-4, Local Withholding
- OPERS Personal History Record
- Social Security Exemption Notice
- Direct Deposit Authorizations
- I-9, Federal Homeland Security
- Ohio Ethics Law Receipt
- Fraud Reporting Receipt Notification

# Fill out the UC Computer Security Sheet

\*Located on the Budgetary Resource Page under New Hire

Send to: [support@co.union.oh.us](mailto:support@co.union.oh.us)

## UNION COUNTY COMPUTER SECURITY SHEET FOR NEW EMPLOYEES

Please complete this form for new employees and e-mail it to [support@co.union.oh.us](mailto:support@co.union.oh.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 would be 'jsmith'.

Please specify a password.

- Windows network password must be at least 8 characters containing a capital letter and a numeric character

Will this person require Internet access? ☐ yes ☐ no

- The Internet login and password is the same as the Windows network login.  
- This employee must sign the Union County Internet Agreement before using the Internet.

Will this person require e-mail/Office 365? ☐ yes ☐ no

- Is this employee replacing a departing/departed employee? ☐ yes ☐ no  
- If so, what is the departing/departed employee's name?

Will this employee require a Tyler Munis budgetary management account (other than time sheet/time entry access)? ☐ yes ☐ no

What department specific software will this employee require?


What department specific hardware will this employee require? ie. printer, scanner, and copier.

When complete e-mail to: <mailto:support@co.union.oh.us>

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
ELECTED OFFICIAL / DEPARTMENT 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

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