

General Location/Guidelines for New Hires

ID Center (OSU ID Card)

219 Lincoln Tower
1800 Cannon Drive
292-0400

Office Hours: Mon. - Fri. 8AM - 5PM; Wed. only - 8AM - 6PM

*You will need to have a picture ID with you or valid passport.

Traffic and Parking (parking permit)

160 Bevis Hall
1080 Carmack Road (West Campus)
292-9341

Office Hours: Mon. - Fri. 7:30AM - 11PM; Sat. & Sun. - 8AM - 10 PM

*You will need your driver's license, plate number, auto make and model, and OSU ID.

*Payroll deduction is available or you can pay full amount by cash, check, visa, MasterCard, Discover, or Buck ID.

University Technology Services (e-mail address)

5th floor, Baker Systems Engineering Building
1971 Neil Avenue
292-5848

Office Hours: Mon. - Fri. 7AM - 5PM; Wed. only - 7AM - 7PM

*You will need your OSU ID.

Key Control (Building/Room Keys)

035 McCracken Power Plant (beside Central Classroom Bldg.)
2003 Millikin Road
292-1415

Office Hours: 7:30AM - 5PM

*You will need your OSU ID.

General Info for New Hires

Sports Tickets Info

St. John Arena

410 Wood Hayes Drive

Janice Wicker (292-2624)

*No waiting period for Faculty

*3 years waiting period for Staff

*Must complete an application initially. Application can be obtained from the Athletic Office. Thereafter, application will be sent directly to employee each year.

Employee Fee Authorizations

(75% or greater FTE)

limited to 10 credit hours per quarter in pursuit of a degree outside normal working hours. May not receive any other financial aid or scholarship. No application required.

Dependent Fee Authorizations

Waiting period of 3 years

50% of undergraduate-level instructional and general fees, limited to 12 quarters or 200 credit hours of enrollment per dependent. Must complete and forward application to OHR.

Credit Union

135 Means Hall

1654 Upham Drive

293-3605

Hours: Mon, Wed, Fri. - 9AM - 4:30PM

U.S Savings Bonds available through Payroll Deduction

Deductions from Payroll

STRS - 10%

PERS - 8.5%

City - 2%

Medicare - 1.45%

State - 3.5%

Federal - depends on deductions (~12-16%)

Orientation

New Employee Orientation:

Offered monthly - full day session

Department HRP or employee can call to register.

Includes an Ohio State policy review, a campus bus tour and a benefits overview. Departments can also request a packet of information to help orient new staff members.

To register call 292-4500.

Faculty Orientation:

Offered each Autumn by OAA - full day session

Department HRP can register faculty member, however, they are notified in writing once they are entered into ARMS.

To register call 292-5881.

Extension Orientation:

Offered quarterly

Employees automatically notified in writing with 50% or greater time once they are entered into ARMS.

Includes an wide overview of Extension activities/resources, as well as a benefits overview from OHR. Materials are available for viewing in each district and county office and are available upon request.

To register contact Linda Kutilek; 292-2968