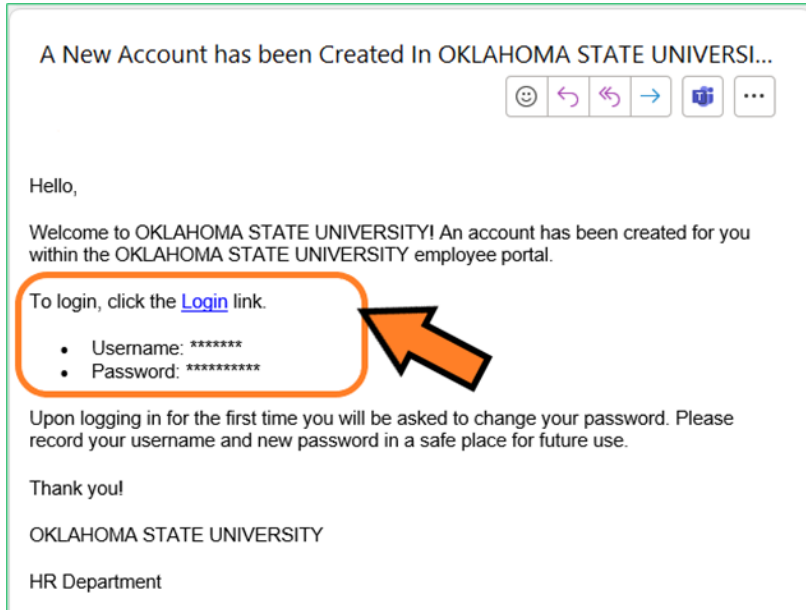**New Hires Paperwork Guide**

It's recommended to complete your paperwork on a computer.

1. Open the email with subject line "**A New Account has been Created In OKLAHOMA STATE UNIVERSITY's Employee Portal**" and you will see a Login link, Username, and Password. Click on the login link to login to your account to begin your paperwork.

2. Enter the Username and Password provided in the email and click login.

3. For virtual code settings, you can provide a phone number or continue to use your email account. Click Save.

> SMS Terms & Conditions

Text Message #

🇺🇸 +1 ▾ | 201-555-0123   ▾

Voice Phone #

🇺🇸 +1 ▾ | 201-555-0123   ▾

Email

✉ **************** @ ********   ▾

Save

4. Click "Send Email" button and the system will send a code to your email account. Click on email with subject line "ACTION REQUIRED by User" to see your code.

Methods:

○ Text Message

○ Voice

● Email

Email will be sent to:
**************** @ *********

Send Email

5. Enter the code and click "Continue" button.

Enter Code*

🔑 ********

☐ By checking this box, the system will not require the entry of a code from this browser and computer with each login.

If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

Continue

6. Create a new password. Click "Change" button.

Change Password

Old Password*
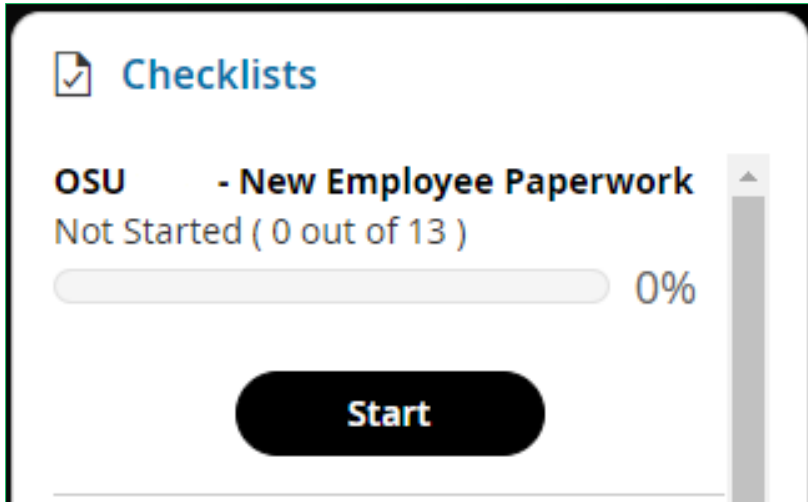
🔒 ••••••••••

New Password* ⑦
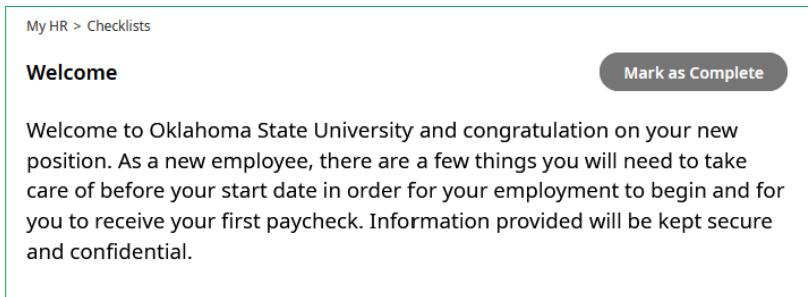
🔒

Confirm New Password*

🔒

Change

7. On the Home Screen, you will see a checklist listed. Click on the "Start" button to begin your paperwork.

8. The first page displays the welcome message. Review information listed and click "**Mark as Complete**" to proceed to the next section. Acknowledge all popup messages.

9. In this section, it contains Personal Information Update, Biographical Information Update, Education Background Update, Emergency Contacts Update, and Direct Deposit Update. You will be able to go back and forth for any correction before moving to the next section. NOTE: Once you submit and move on to the next section, you will not be able to go back to previous section for any edits or correction. Acknowledge all popup messages.

Biographical Information Update

Birthday*

mm/dd/yyyy

Gender*

Marital Status*

Ethnicity*

Choose...

Save   Continue

Educational Background Update - List your HIGHEST degree or diploma first

Degree 1*

Year Received 1*

Institution Name 1*

Institution Location 1*

Field of Study 1*

Save   Continue

Emergency Contact(s) Update

Account Contacts

Page 1 of 1   0 Rows   All (0) ▼   + Add

Name	Relationship	Code	Preferred Phone Numb
ⓘ No Data to Display			

Save   Continue

Direct Deposit Update

Bank Account Type*

Bank Routing #*

Bank Account #*

Save   Submit

---

10. Next section begins with introduction and instructions for I-9 and W-4 forms. Review information and click "**Mark as Complete**" to proceed to the next step.

My HR > Checklists
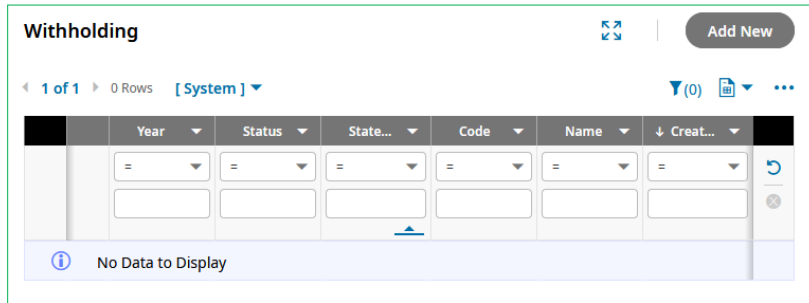
Instructions for I-9 and W-4 Forms   Mark as Complete

I-9 Employment Eligibility Verification Form Instructions: Click Here

- Employee MUST complete ALL of Section 1 on Page 1
- If you have use a preparer and/or Translator while completing I-9, you will need to complete Page 2
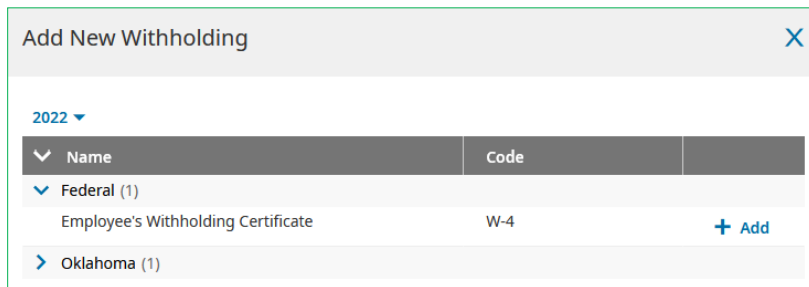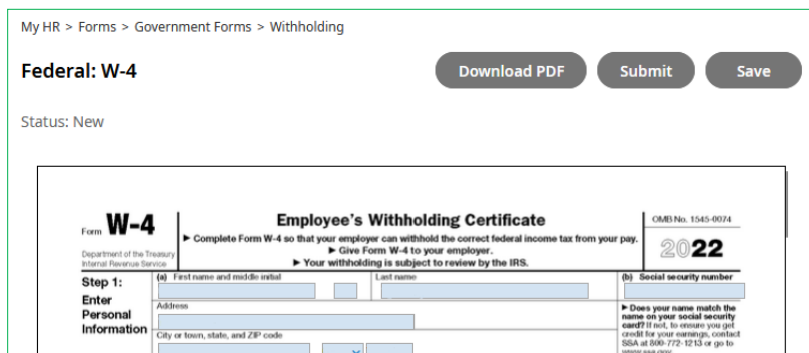
11. Fill out the I-9 form and click "**Submit**" button to sign and agree to the form. Acknowledge all popup messages.

12. Fill out Federal Withholding form by click on "Add New" button.

13. Select Federal Withholding form by clicking on "**+ Add**". Click on "**Mark as Complete**" to proceed to the next form. Acknowledge all popup messages.

14. Fill out State Withholding form by click on "Add New" button.

15. Select State W-4 Withholding form by clicking on "**+ Add**". Click on "**Mark as Complete**" to move to the next section. Acknowledge all popup messages.

16. Next section begins with introduction and instructions for our custom forms. Review information and click "**Mark as Complete**" to proceed to the next step.

17. Fill out the Wage Beneficiary form. *If you do not wish to fill in any information, you are still required to **Sign and Agree** on page 2 of the form* and click on "**Submit**" button to move to the next form. Acknowledge all popup messages.

18. Fill out the Oklahoma Teachers' Retirement System (OTRS) Update form. **Sign and Agree** to the form and click "**Submit**" button to move to the next form. Acknowledge all popups messages.

19. For Loyalty Oath, you will need:
    1. Download the form
    2. Click "Mark as complete", proceed to next form
    3. Get notarized by your employer or HR Office

    Failure to upload completed Loyalty Oath will delay hiring processing.

Loyalty Oath Test   [Mark as Complete]

Affirms that the Constitution and laws of the U.S. and the State of Oklahoma will be upheld. Download the document here and print, and complete in front of a notary. Your employer can help you upload the notarized Loyalty Oath.

Your employer or HR offices can help notarize the document. Below are a list of OSU HR offices:

- Stillwater Campus - 401 General Academic Building (MAP)

- OKC Campus - 210 Administration Building (MAP)

- CHS/Tulsa Campus - 1405 Mail Hall (MAP)

- Okmulgee Campus

ⓘ   A maximum of 5 files are allowed to be selected per upload.

⬆ **Upload Document**

[Choose]   No file chosen

20. Fill out Disability form and click "**Submit**" button to proceed to the next form.

Voluntary Self-Identification of Disability

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Effective From *
03/21/2023   [Save] [Submit]

Disability Information

Disability *

21. Fill out the Veteran fields and click "**Submit**" to proceed to the next section. Acknowledge all popup messages.

Veteran Voluntary Self-Identification

Effective From *
12/09/2022   [Save] [Submit]

Veteran Information

Veteran
Are You A Protected Veteran *

22. Fill out all OSU-Center for Health Sciences Acknowledgement forms.
    a. Confidentiality Agreement form
    b. Hepatitis B Declination form
    c. Policies and Procedures form
    d. Download and review CHS New Hire Information

Congratulations! You completed your paperwork.