New Hiring Procedures

Any person that didn’t receive a paycheck on October 31, 2007 will have to follow the new hiring procedures at OPSU.

Supervisor is responsible for step #1 & #2:

1. The hiring supervisor must complete a “Request for Personnel Action Form” (pertains to faculty/staff) or a “Student Employment Notice Form” (pertains to hourly/student workers)

2. The new employee MUST complete the I-9 upon the date of hire (first day of paid work). Therefore, it is the hiring supervisor’s responsibility to see that the new employee complete section one (1) of the I-9 form on his/her hire date AND immediately go speak with the OPSU Payroll Department

OPSU Payroll is responsible for step # 3 & # 4:

3. The new employee MUST bring the form from step #1, above, and the completed I-9 to the OPSU Payroll Dept. with original documentation establishing identity and employment eligibility. (e.g. Passport, Drivers License, School ID, Social Security card, Certified Birth Certificate). The Payroll Department is responsible for completing section two (2) and section three (3) of the I-9 form.

   Original documentation is required by law for section two (2) of the I-9 form. The Payroll Dept. must physically examine the original documents.

4. The OPSU Payroll Dept. will have three (3) days to E-Verify the new employee from the hiring date.

This new hiring procedure requires participation through HB 1804 (Oklahoma Taxpayer and Citizen Protection Act) with a joint process through the Department of Homeland Security and Social Security Administration. This new state law is effective November 1, 2007. By law, Noncompliance could result in felony charges, no less than a $1,000 fine per violation and/or no less than one year imprisonment. Additionally, it is a felony to not follow the new law and could result in immediate termination.

All forms required for the new hiring procedure are available on line at:

http://www.opsu.edu/HumanResources/?page=faculty ---Faculty and Staff
http://www.opsu.edu/HumanResources/?page=student ---Student and Hourly

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