

New Employee Orientation Packet

Below you will find links to forms and information needed to process your appointment, including information needed for you to receive your first paycheck. Answers on forms should be truthful and complete. A false statement on any form may be grounds for not hiring you, or for firing you after you begin work. Read all forms carefully, and sign and date where indicated. If you have any questions, contact your Southwestern Human Resources specialist.

IMPORTANT: You must bring all the following completed forms with you on the first day you report for duty.

[Background Investigation Memorandum](#)

Description: Outlines Southwestern's policies regarding background investigations.

Instructions: Sign and date.

[Declaration Of Federal Employment \(OF-306\)](#)

Description: Determines your suitability for Federal employment.

Instructions: Sign and date in Section 17.

[Designation of Unpaid Compensation \(SF1152\)](#)

Description: Allows you to designate a beneficiary to receive your last paycheck if something should happen to you while you are an employee of Southwestern.

Instructions: Complete Section A and Section B. Note there are two copies of the Designation sheet, one original and one for your records.

[Direct Deposit Sign-Up Form \(FMS-2231\)](#)

Description: Authorizes direct deposit of your Southwestern paycheck to your selected financial institution.

Instructions: Complete Sections 1-3 and sign and date Section 5 (TYPE OF PAYMENT will be Net Pay).

[Education Data Update Form](#)

Description: Allows you to update your education level to reflect the highest level achieved.

Instructions: Determine which code best describes your highest level of education and enter it on the top right.

[Employee Address Form](#)

Description: Allows Southwestern to maintain a record of emergency contacts.

Instructions: In the bottom half of the form, list emergency contacts and sign and date.

[Employee Conduct Certification Form](#)

Description: Contains your acknowledgement that you've received the Standards of Ethical Conduct Packet.

Instructions: Sign and date the form.

[Employee's Withholding Allowance Certificate \(W-4 Form\)](#)

Description: Tells how much federal income tax to take out of each paycheck.

Instructions: Complete this form so that the correct federal income tax is withheld from your paycheck. In Oklahoma, state tax withholding is the same as federal.

[Employment Eligibility Verification \(I-9\)](#)

Description: Ensures that you are eligible to work in the United States.

Instructions: Complete Section 1 and bring two forms of ID the first day of employment for verification. See list of acceptable documents on form.

[Ethnicity and Race Identification \(SF-181\)](#)

Description: Used to collect statistical information on the composition of the workforce.

Instructions: Complete all information on form.

[Prior Federal Service \(SF-144\)](#)

Description: Lists all of your Federal government civilian and uniformed service.

Instructions: If you have not had any of these, mark Yes on question 4 and fill in question 8. Otherwise, fill out applicable areas. In both cases, sign and date the document.

[Self Identification of Reportable Handicap \(SF-256\)](#)

Description: Used to collect statistical information on the composition of the workforce.

Instructions: Complete personal information in top boxes. Find code which describes the impairment. Enter code in the top right hand box.

[Standards of Ethical Conduct for Executive Branch Employees](#)

Description: Contains information on the ethical standards for federal employees.

Instructions: Read the information. This is for your records only.