

# Graduate Associates

## Human Resources Information



*Department of Mechanical Engineering, The Ohio State University*

# Department HR Contacts

- **Greg Slonaker, Human Resources Associate**
  - [Slonaker.3@osu.edu](mailto:Slonaker.3@osu.edu)
  - (614) 292-3335
  - N350L Scott Lab
- **Wade Moore, HR/Fiscal Administrator**
  - [Moore.841@osu.edu](mailto:Moore.841@osu.edu)
  - (614) 247-7225
  - N350Q Scott Lab



# Steps to a Smooth Hire and First Quarter

1. Attend new employee session ([dates](#)) and complete the following prior to:
  - a. Complete as much of the [new hire forms](#) as possible
  - b. Note identification requirements
  - c. Bring a copy of your offer letter, required identification, and hire forms to a new employee session



# Steps to a Smooth Hire and First Quarter (cont.)

2. Make sure you are enrolled for the required number of credit hours ([Buckeye Link](#))
3. Make sure you have selected the correct health insurance option ([Buckeye Link](#))



# Steps to a Smooth Hire and First Quarter (cont.)

4. Pay your COTA, Recreation, and Student Activity fees (\$106 total - not covered by your fee authorization) by 9/23/09 ([Buckeye Link](#))
5. Enroll in direct deposit after 9/30/09 and no later than 10/10/09 to be effective for October payroll (<http://hr.osu.edu/payroll/epayroll.aspx>)



# Timeline

1. Hire data entry will occur within 3 – 5 business days from the time completed employment paperwork is received
2. Your fee authorization should post to your student fee account the business day following the day your hire was entered



# Timeline (cont.)

3. Health insurance credits will post to your student fee account usually within at least 2-3 weeks of when your fee authorization is posted
  - a. University pays 85% of your premium
  - b. Remaining 15% is deducted pre-tax from your monthly stipend



# Timeline (cont.)

4. Stipend payment – monthly payroll is issued the last business day of each month. Unless you are under a special arrangement, your first payment will be issued 10/30/09.



# Your Relationship with ME HR

- Greg Slonaker is the primary contact person for graduate student appointments.
- If/when you receive emails from Greg or Wade, please respond promptly. We rarely (if ever) send out mass mailings (junk mail), so if you get an email from us, it is important and needs your attention.



# Helpful Links/Contacts

- Buckeye Link - <http://buckeyelink.osu.edu/>
- Office of Human Resources
  - <http://hr.osu.edu>
  - (614) 292-1050
  - GA Benefits -  
[http://hr.osu.edu/benefits/ga\\_studentemploye\\_ebenefits.aspx#grad](http://hr.osu.edu/benefits/ga_studentemploye_ebenefits.aspx#grad)
  - Health Insurance Premium Rates -  
<http://hr.osu.edu/benefits/Rates-GA-08-09.pdf>



# Helpful Links/Contacts (cont.)

- Office of the University Bursar -  
<http://www.treasurer.ohio-state.edu/Bursar/Bursar.html>
- ePayroll -  
<http://hr.osu.edu/payroll/epayroll.aspx>
  - Sign up for direct deposit, view/print paystubs, sign up for and receive electronic W-2
- Student Health Insurance Program –  
<http://shi.osu.edu>

