HSC Hiring Department Check Sheet
The University of Toledo

Student’s Name and Rocket Number

Directions: This check sheet is a tool when hiring NEW student employees. Items in Sections 1, 2 and 3 MUST be completed and submitted to the Student Employment Office, SU 1533, before the student is cleared to work. After all steps have been completed and documents (including this signed form) received by Student Employment, the student will be cleared to work and activated in the payroll system.

Prior to Student Employee’s First Day of Work

1. These employment forms must be completed and returned to Student Employment (SU 1533/MS 112) in this order.
   a. __ Electronic Personnel Action Form (EPAF-online)
   b. __ State Tax Form
   c. __ OPERS Optional Exemption Request
   d. __ Personal Information Form (PIF)
   e. __ I-9 Employment Eligibility Verification
   f. __ Fraud Statement
   g. __ Expected Behavior of Employees
   h. __ Ethical Conduct Statement
   i. __ Invention Reporting and Assignment Agreement
   j. __ ICARE Attestation
   k. __ Patient Rights Form
   l. __ Recognition of Impaired Licensed Independent Practitioners
   m. __ Authorization to Release Information
   n. __ Student Employee Health Screening Request Form (to be taken to health screening appt.)

TO BE COMPLETED ONCE EMPLOYEE TAB IS AVAILABLE ON YOUR MyUT Portal

W-4 Employee’s Withholding Allowance Certificate must be completed ONLINE
Direct Deposit Form must be completed ONLINE

ALL FORMS CAN BE FOUND ON THE CENTER FOR EXPERIENTIAL LEARNING AND CAREER DEVELOPMENT WEBSITE (under Student Employment Tab)
http://www.utoledo.edu/success/celcs

2. Required health screenings and trainings:
   A. __ HEALTH SCREENING: Students need to make an appt. with the Family Medicine office, phone 419.383.5000 for the:
      __ Pre-employment drug screen
      __ Verification of immunizations including: titers for rubella, rubeola, varicella, mumps, hepatitis B, tetanus, diphtheria and pertussis. The student must take a copy of these records to Family Health Services.
      __ 2-Step PPD (tuberculosis) test
   B. __ SAFETY TRAINING: Log into MyUTPortal, student tab, scroll down to “My Other Resources”, click on Training Testbank, log in with your UTAD ID and password, select “Safety Training for Student Employees 173”. Upon completion, please print and bring your test results to Student Employment in SU 1533.
   C. __ CULTURAL DIVERSITY TRAINING: See reverse side of this form for instructions
   D. __ HIPAA TRAINING: Log into MyUT Portal, student tab, scroll down to “My Other Resources”, click on Training Testbank, log in with your UTAD ID and password, select “HIPPA Training #252”. Upon completion, please print and bring your test results to Student Employment in SU 1533

3. Forms to be completed and signed by HSC supervisor and submitted to Student Employment with SEPA:
   __ General Orientation Check Sheet
   __ I-9 Employment Eligibility Verification - (Student to complete Section 1 of the I-9 and hiring department Section 2 after reviewing student’s two original I.D.’s).
   __ Original Work Study Contract (if applicable)
   __ Job description

THIS STUDENT WILL / WILL NOT HAVE PATIENT CONTACT (circle one)

Supervisor’s Name / Date

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ONLINE DIVERSITY TRAINING INSTRUCTIONS

The Online Diversity Training is located at https://testbank.utoledo.edu/Public/Loyn.aspx. This link will take you to something that looks like a calendar. Above the calendar grid, there are login boxes for UTAD ID and Password. After entering the ID and Password, it will take you to a page with the heading "UT Safety Testing / Training and a welcome message that should include your name.

Please be sure that any "Pop-up Blocker" on your browser is turned off during this training or the training module will not come up. Also, please be sure your screen resolution does not exceed 100% or you may not be able to access the buttons necessary to advance to the next slide. (If you have difficulty in locating these tools, please call Terrie Kovacs at 419-530-1478.)

On the left side of the page, there is a list of links to access the tests. Under "testing/training" the third link is labeled "Select Test". Clicking on the 'select test' link will lead to a drop-down selection menu. Use this drop-down to find the test labeled "Diversity Training (172)". Select that test and click the button beneath it labeled "take selected test". This will open up the training module. If you see a message that reads "This test currently has no media", please disregard as it is referring to any external media such as a policy link or an external PowerPoint.

When you have finished, you may check your results by selecting "Past Results" on the panel on the left side of the home page (where you originally chose "Select Test"). If completed correctly, it will show that you have taken Test # 172, your name and the date it was completed. It will also display that you have completed Topic # 273. Do not let this confuse you. It is the same training but identified in a different category within the testbank. If you would like, you may print that page as proof of your completion and present it to your supervisor for your file.

For any additional problems or questions, please contact Terrie Kovacs by email at Terrie.Kovacs@utoledo.edu or by phone at 419-530-1478.