HSC Student Employee's Check Sheet
The University of Toledo

AFTER YOU HAVE BEEN HIRED, BUT BEFORE YOU CAN BEGIN WORKING, YOU MUST COMPLETE THE FOLLOWING:

I. These employment forms must be completed and returned to Experiential Learning and Career Services & Student Employment, SU 1533.

   - State Tax Form
   - OPERS Optional Exemption Request
   - Personal Information Form (PIF)
   - Fraud Alert
   - I-9 Employment Eligibility Verification – 2 IDs required (to be completed by Hiring Department)
   - Expected Behavior of Employees
   - Ethical Conduct Statement
   - Invention Reporting and Assignment Agreement
   - ICARE Attestation
   - Patient Rights Form
   - Recognition of Impaired Licensed Independent Practitioners
   - Authorization to Release Information Form (background checks completed by Student Employment)
   - HSC Student Employee Health Screening Request Form (green) - return after completion by Family Health Services

2. Online Forms Must Be Completed By The Student Through myUT Portal – Employee Tab

   - Federal Tax W-4 Form
   - Direct Deposit Form

II. Required health screenings and trainings:

   A. FAMILY HEALTH SERVICES: Please make an appointment by calling 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. You must take a copy of these records to Family Health Services.
      - 2-step PPD (tuberculosis) test

   B. SAFETY TRAINING: Log in to MyUT portal, 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, SU 1533.

   C. CULTURAL DIVERSITY TRAINING: See reverse side of this form for instructions

   D. HIPAA TRAINING: Log in to MyUT portal, student tab, scroll down to “My Other Resources”, click on Training Testbank, log in with your UTAD ID and password, select “HIPAA Training #252”. Upon completion, please print and bring your test results to Student Employment, SU 1533.

III. Forms to be signed by supervisor and student. Return the three items below to Student Employment within two business days after your first day of work. PLEASE NOTE: You will be activated in the payroll system after ALL steps have been completed.

   - General Orientation Check Sheet (signatures required)
   - Original Work Study Contract (signatures required)
   - Job Description (no signatures required)

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ONLINE DIVERSITY TRAINING INSTRUCTIONS

The Online Diversity Training is located at ttps://testbank.utoledo.edu/Public/Loýin.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.