

Dear New Employee,

Congratulations on your appointment with the United States District Court, Southern District of Ohio. This site contains all of the necessary forms required to process your appointment. Additional reference materials and guides are also included to assist you in making informed decisions as to which health plan to choose, and whether or not you wish to participate in the Federal Employee's Life Insurance Program. Please review and fill out these forms to the best of your ability and email them in PDF format to the email address below by the date referenced in the welcome email that you received.

If you have any questions or require assistance while completing your paperwork, please call 513-564-7509 or email [OHSDml\\_HR@ohsd.uscourts.gov](mailto:OHSDml_HR@ohsd.uscourts.gov).

1. **Form W-4** - Withholding Allowance Certificate.
2. **Form I-9** - Employment Eligibility Verification. Section 1 is to be completed and signed by you. Please email the required forms of identification that are listed on the instructions page **and** a copy of your social security card, with your other required new hire forms. As a Federal Government employee, your name in our system must match the name on your social security card. Please also remember to bring those forms of identification with you on your first day of employment.
3. **AO78B Voluntary Self Identification Form** - You are requested to furnish this information to aid the federal judiciary in reporting on equal employment opportunities. This information will be used in planning and monitoring fair employment practices programs. Your furnishing this information is voluntary. Your failure to do so will have no effect on you or your federal employment.
4. **Direct Deposit Sign-Up Form** - Use of Electronic Funds Transfer (EFT) for payroll direct deposit is required. Please remember to attach a voided check.
5. **Emergency Contact Sheet** - for your local personnel file.
6. You have 60 days from your appointment date to enroll in the **Federal Employees Health Benefits** (FEHB) Program. In general, enrollments become effective on the first day of the pay period that begins after you have made your election online. Enrollment is done online at the Federal Judiciary Benefits Program website once active in the system, or if you prefer, you can contact the Judiciary Benefits Center at 1-877-207-3220 to enroll over the phone.

7. You have 60 days from your appointment date to enroll in the **Federal Employees Dental and Vision Plans**. This enrollment is done online at the [Benefeds.com](http://Benefeds.com) website (refer to link in Welcome email).
8. You have 60 days from your appointment date to enroll in the Health Care Savings Account (HCRA) and/or the Dependent Care Savings Account (DCRA). The maximum contribution for the HCRA is \$3,400.

The maximum contribution for DCRA is \$7,500 if married and filing a joint return or if a single parent, (\$3,750 is the maximum contribution if married but filing separately).

9. You are automatically covered by the **Basic Life** coverage described in the **FEGLI** (Federal Employees Group Life Insurance) Booklet. If you do not wish to be covered you must waive the coverage on the Judiciary Benefits Center as the deductions for Basic Life will begin automatically. If you'd like to elect options A, B, and/or C, the Basic option must also be elected.
10. **Life insurance Designation of Beneficiary form** - This form should be completed if you wish to arrange designations other than the order of precedence listed on the back of the form. Please bring the original form with you on your first day of employment.

Other information available on this site includes Flexible Spending Program (medical and dependent care reimbursement), booklets on dental and vision options, and information on holidays, salary, and leave accrual.

Term Law Clerks serve at the pleasure of the court. As such, the duration of your appointment will be determined by the Judge.

Welcome to the United States District Court!

Sincerely,  
Human Resources Department  
United States District Court Southern District of Ohio