

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](https://www.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 \$3,200.

The maximum contribution for DCRA is \$5,000 if married and filing a joint return or if a single parent, (\$2,500 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.

**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.**

10. The **Thrift Savings Plan (TSP)** is the government's version of a 401K. Automatic enrollment is immediately implemented to withhold five percent of your base pay without the need to complete an enrollment form or enroll online. Changes made to this contribution amount can be done online at the Judiciary Benefits Center website once active in the system.

You may contribute up to \$23,000 of your salary per year. Employees who are 50 years old or older may contribute an additional \$7,500 per year. Government matching contributions will start immediately.

Additionally, you may rollover an existing 401K or pre-tax account into the TSP. The TSP booklet and forms provide more information, and you may also visit the TSP website at [www.tsp.gov](https://www.tsp.gov) to learn about the various investment options that are available to you.

11. **Federal Employees Retirement System (FERS)** - This is mandatory withholdings that contribute to a pension program for federal employee retirement. Full information about this retirement system is available in the FERS booklet located on this site and at [www.opm.gov](https://www.opm.gov).

**FERS 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 Commuter Parking Reimbursement Account, booklets on dental and vision options, the Court's EEO/EDR Plan, and the Judicial Code of Conduct. Also available is information on holidays, salary, and leave accrual.

Welcome to the United States District Court Southern District of Ohio!

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