

OFFICE OF STATE EMPLOYMENT RELATIONS

- DIVISION OF AFFIRMATIVE ACTION BULLETIN -

Date: June 26, 2014

Locator No.: OSER-0372-AA

Subject: Instructions for Veterans New Hire Form

This bulletin is to inform state agencies of revisions to the **Veterans New Hire Form (OSER-DAA-16)**. This bulletin replaces bulletin AA – 68, which is now obsolete

All employees who are new original hires by the State of Wisconsin, must complete form OSER-DAA-16 which will be retained by the hiring agency.

A new original hire is defined as a first-time state employee. This includes classified, unclassified, project and limited term employees.

Employees will indicate on OSER-DAA-16 whether they are a veteran (per definition on the form), a spouse of a 70% disabled or deceased veteran or not a veteran. If disabled, veterans will indicate their percentage of disability as designated by the U.S. Department of Veteran Affairs.

Agencies are responsible for entering the Veterans New Hire Form information into the payroll system. This must be done for all new hires, both veterans and non-veterans.

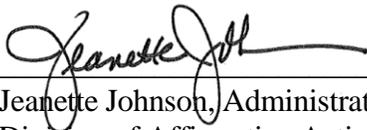
Payroll codes:

00 = Not a Veteran

98 = Veteran

99 = Other, no indication from employee as to status

If you have questions regarding this bulletin, please contact the OSER Division of Affirmative Action at (608) 266-5709 or email: OSERDAA@wi.gov.



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