



Employment Verifications

Applies to ALL employees

- Must be in writing
- Authorization of release is required from employee
- Form available on the HR Intranet Website or in the HR office room 101 at 410-787-7719.
- Request information in advance
- Allow at least 3-5 business days for processing
- Please Note: Human Resources does not release employees work number, location, etc. to anyone. Therefore, please be sure that for emergency purposes that those individuals know who to contact you directly.

PROBATION

- All career service employees are required to serve an initial 6-month probationary period. Management has four options:
 - Early termination at 90 days
 - Completion of probation in the 6-month period
 - Extend an additional 6-month s
 - Rejection on Probation

Supplemental Retirement Plans – Deferred Compensation

Applies to ALL Employees

- Available via payroll deduction
- 401(k) - Savings & Investment Plan
- 457 - Deferred Compensation Plan
- Please Note: You will need to contact them directly at their Enrollment Hotline 1-877- 628-2499 or Customer Service Center 1-800-545-4730.

State of Maryland ID Request form

Applies to ALL employees

- ID Request Application can be found on the HR website.
- Questions regarding the form contact David Parris at dparris@mdot.state.md.us (410)508-7307.
- All permanent employees will receive a vertical ID card, which entitles the holder to utilize free Public transportation.
- All Contractual and Temporary employees will receive a horizontal card, which are **not eligible** for free Public transportation.

Employee Parking Sticker

Applies to ALL employees

- Parking is free
- What you need to do?

Glen Burnie Headquarters and/or OIR employees – You need to take the completed Employee Parking Sticker Acknowledgement form to Room 200 B and they will issue you a sticker. If you have more than one vehicle you will need one per vehicle.

Branch employees – You need to take the completed Employee Parking Sticker Acknowledgement form with you when you report to work at the branch office you are hired with.

SECU – State Employees Credit Union

Applies to ALL employees

- SECU provides a number of services such as direct deposit, low interest loans, free checking and much more.
- Anyone receiving a check from the State Payroll is eligible to join the SECU at anytime during employment
- You are always a member, as long as you maintain a minimum of \$10.00 in your savings account.
- Please Note: You will need to contact them directly at 410-487-7328 or 1-800-879-7328 or www.secumd.org.

United Buying Service – UBS

Applies to ALL Employees

- Save money on your next vehicle
- Please Note: You will need to contact them directly at 410-792-9070 – Baltimore Area or email www.ubs4cars.com

U.S. Savings Bonds

Applies to ALL employees

Changes to the Payroll Savings Bond Program

The U.S. Department of the Treasury has announced it will stop issuing **paper** savings bonds through employer-sponsored payroll savings plans as of **January 1, 2011**. After this date, paper savings bonds will only be issued via financial institutions.

Electronic investments in savings bonds and other Treasury securities will become available through the use of the Treasury Direct® program. Under this method, your basic payroll savings bond deduction would credit your Treasury Direct® account (established by you using the Treasury Direct® program). This convenient and secure web-based system would allow employees to purchase, manage, and redeem electronic (paperless) savings bonds 24/7 based on the balance in your account.

Central Payroll will soon be mailing a letter of explanation outlining several options to all employees currently enrolled in the savings bond program. Since employees would be able to invest in savings bonds and other Treasury securities directly, feedback will be requested regarding the need to continue a payroll deduction program.