

NEW EMPLOYEE CHECKLIST

(State TE)

MANDATORY – Complete & Forward to Human Resources Office, Room 101

- Acknowledgement of Temporary Service Status
- Authority for Release of Information
- Direct Deposit
- Employee Information / Emergency Sheet
- Employee Parking Sticker Acknowledgement
- Employee Procedure for Accident / Personal Injury
- Notice of Privacy Practices – HIPAA
- I-9 Form (submit a legible copy of the required documentation, please refer to the back of the form)
- Integrity guidelines acknowledgement
- MVA Policies / Executive Order Receipt
- New Hire Registry Form
- Security Advisory
- Software Code of Ethics
- State Ethics Commission
- W-4 Form

Health Benefits

- Maryland Children’s Health Program (Submit to your local health department if interested)

INFORMATIONAL MATERIAL – Review & keep for your records

- Important Information
 - Employment Verifications
 - Deferred Compensation
 - State of Maryland ID Request Form
 - Employee Parking Sticker
 - SECU
 - United Buying Service
 - U.S. Savings Bonds
- Holiday / Payroll Schedule
- Salary Information

I acknowledge that I have received the above information.

Employee’s Signature

Office/Branch

Employee’s Name (Print)

Date

Revised 2/15/11