

NEW EMPLOYEE CHECKLIST
(Career Service and Executive Service)

MANDATORY – Complete and Bring to New Employee Orientation

- ☐ Acknowledgement of Executive Service Status (**Executive Service Employees only**)
- ☐ Application for Membership for Maryland State Retirement
- ☐ Beneficiary Form for Maryland State Retirement
- ☐ Authority for Release of Information
- ☐ Direct Deposit
- ☐ Employee Handbook and Receipt
- ☐ Employee Information / Emergency Sheet
- ☐ Employee Parking Sticker Acknowledgement
- ☐ Employee Procedure and Receipt for Accident / Personal Injury
- ☐ Health Insurance Explanation Receipt
- ☐ Health Benefits Enrollment Acknowledgement
- ☐ Health Insurance Form (Optional Benefit – submit within 60 days of employment)
- ☐ Health Benefits Important Information
- ☐ Health Insurance Booklet
- ☐ I-9 Form (submit a legible copy of the required documentation, please refer to the back of the form)
- ☐ Integrity guidelines and receipt acknowledgement
- ☐ Leave Bank Enrollment Acknowledgement
- ☐ Leave Bank Form (Optional Benefit – submit within 60 days of employment)
- ☐ MVA Policies on disk / Executive Order Receipt
- ☐ New Employee Checklist for Career Service or Executive Service
- ☐ New Hire Registry Reporting Form
- ☐ Notice of Privacy Practices – HIPAA
- ☐ Security Advisory
- ☐ Software Code of Ethics
- ☐ State Ethics Commission
- ☐ W-4 Form
- ☐ Maryland Children's Health Program

INFORMATIONAL MATERIAL – Review & keep for your records

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

I acknowledge that I have received the above information.

Employee's Signature

Employee's Name (Print)

Office/Branch

Date

Revised 2/15/2011