

New Hire Checklist

This form has been provided as a helpful tool to assist you in organizing and keeping track of all the documents you will need to read, complete, sign and submit to your HR/Ben Rep to finalize the new hire process. In addition, below you will also find all the information you will need to enroll in any "Additional Benefits". Note: You do not enroll in Additional Benefits through your HR/Ben Rep. You must contact those providers directly. And, remember, you can always contact your HR/Ben Rep if you need more help.

Step 1 - Complete New Hire On-Line Orientation.

Step 2 - Complete the Health Benefits Enrollment Form and gather all required documents/forms to be submitted to your HR/Ben Rep.

Step 3 - If you are interested in enrolling in any "Additional Benefits" you must contact the providers directly to enroll. (See contact information below.)

Step 4 - Hand-Deliver documents (or as otherwise directed) on or before your first day of work to your HR/Ben Rep.

NEW HIRE CHECKLIST, PART 1: Submitting Your Health Benefits Enrollment Form & Other Required Documents

When submitting the Health Benefits Enrollment Form to your HR/Ben Rep on or before your first day of work, be sure to include all of the following forms (as applicable):

REQUIRED DOCUMENTS TO BE SUBMITTED		HOW TO SUBMIT	
HEALTH BENEFITS ENROLLMENT FORM		<input type="checkbox"/>	Signed original to HR
<input type="checkbox"/>	Marriage Certificate	<input type="checkbox"/>	Hard Copy to HR
<input type="checkbox"/>	Social Security Card - Self	<input type="checkbox"/>	Signed Original, no copy, to HR
<input type="checkbox"/>	Social Security Card - Spouse	<input type="checkbox"/>	Copy Acceptable, with/without live signature
<input type="checkbox"/>	Social Security Card - (all dependents carried on a Group Health Plan)	<input type="checkbox"/>	Copy Acceptable, with/without live signature
<input type="checkbox"/>	Birth Certificates/Legal Documents (for all Covered Dependents)	<input type="checkbox"/>	Copy Acceptable to HR
<input type="checkbox"/>	Spousal Coordination of Benefits Form	<input type="checkbox"/>	Submit Original On-Line, Employee Retains a Copy, Copy to HR/Ben Rep (if requested)
<input type="checkbox"/>	Dependent Coordination of Benefits Form(s)	<input type="checkbox"/>	Signed Original to HR, Employee Retains a Copy
DIRECT DEPOSIT AUTHORIZATION FORM		<input type="checkbox"/>	Signed Original to HR
<input type="checkbox"/>	Voided Check OR	<input type="checkbox"/>	Hard Copy to HR
<input type="checkbox"/>	Bank Statement	<input type="checkbox"/>	Hard Copy to HR
EMPLOYEE PERSONAL/EMERGENCY INFORMATION FORM		<input type="checkbox"/>	Hard Copy to HR
I-9 EMPLOYMENT ELIGIBILITY VERIFICATION		<input type="checkbox"/>	Signed Original to HR
<input type="checkbox"/>	Required Form(s) of Identification	<input type="checkbox"/>	Hard Copy to HR
P1 - PENSION ACTUARIAL FORM		<input type="checkbox"/>	Signed Original to HR
W-4		<input type="checkbox"/>	Signed Original to HR

NEW HIRE CHECKLIST, PART 2: Enrolling in Additional and Supplemental Benefits

If you are interested in enrolling in any one/all of the following benefit plans you must contact the provider directly at their toll free number.

This checklist has been provided for your convenience only. Do not submit this form to your HR/Ben Rep.

BENEFIT PLAN	TOLL-FREE #
Life Insurance	1.877.215.1489
<input type="checkbox"/> (Contact provider Directly after receiving package in mail at home - approx. 2 weeks after hire) Eligible to Participate: Self/ Dependent(s) - Upon Hire/Any Time	
Flexible Spending Account	1.800.659.3035
<input type="checkbox"/> Eligible to Participate: 1st of the Month After 90 Days of Employment/Open Enrollment	
Pre-Tax Commuter	1.800.659.3035
<input type="checkbox"/> Eligible to Participate: Upon Hire/Any Time	
Deferred Compensation	1-866-715-6158
<input type="checkbox"/> Eligible to Participate: Upon Hire - After 1st Paycheck has been Issued/Any Time	
Supplemental Benefits by Aflac (Critical Illness & Accident Insurance)	1-800-433-3036
<input type="checkbox"/> Eligible to Participate: Within 60 days of benefit eligibility	

NEW HIRE CHECKLIST, PART 3: The Agreement to Comply Form

After reading each of the following documents, employee prints and signs the **AGREEMENT TO COMPLY** form in the presence of their HR/Ben Rep, confirming that they take responsibility for having read, understand and agree to comply with all of the content contained in each of the listed documents/policies and procedures.

AGREEMENT TO COMPLY FORM

1	Consolidated Omnibus Budget Reconciliation Act - (COBRA)	8	HRM Confidentiality Agreement (only for employees in HR Series)
2	Domestic Violence Policy	9	Medicare Part A & B Enrollment Information
3	Drug Free Workplace Policy	10	Pregnant Workers Fairness Act Guidelines
4	EEO/AA Executive Order #8	11	Sexual Harassment Prevention Policy
5	EEO/AA Guidelines for State Agencies	12	State of Delaware Oath of Office
6	Family and Medical Leave Act (FMLA)	13	Statewide Acceptable Use Policy
7	Health Insurance Portability and Accountability Act (HIPAA)	14	Workplace Violence Policy

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NEW HIRE CHECKLIST

INSTRUCTION SHEET

We will now turn to the **New Hire Checklist Instruction Sheet** which has been provided to help you easily organize and keep track of all the forms and back-up documentation you will need to submit to your agency's HR/Ben Rep to complete the new hire process, as well as, provide you with all the contact information you will need to enroll in Additional and Supplemental Benefits.

USING THE NEW HIRE CHECKLIST

The New Hire Checklist has been sectioned into three easy to follow parts:

Part 1: Submitting your Health Benefits Enrollment Form and Other Required Documents

In Part 1, in the top left-hand column of the checklist labeled "Required Documents to be Submitted" is a list of the names of documents and forms that you will be *required* to submit in order to complete the new hire process, (as applicable). For example, if you choose to cover your spouse on your health insurance, you will be required to submit a Marriage Certificate/Certificate of Civil Union; an original, signed, social security card; as well as submit an on-line Spousal Coordination of Benefits form for your spouse.

In the right hand column labeled "How to Submit" are brief notes on how/where to submit these documents. Some documents must be submitted to your agency's HR/Ben Rep. Others, you may have to complete and submit on-line. And, then others you may have to complete and then mail them directly to the benefit provider. And, it's probably a good idea to make a copy of these forms for your own records before submitting them, just in case you need it for later reference.

As you collect all required supporting documentation and complete each form, ***check*** them off the checklist. Since supporting documentation is required with some of the forms, make sure you keep them

together and check them off the checklist as well. If you have any questions on how to fill out any of the forms, please contact your agency's HR/Ben Rep.

Part 2: Enrolling in Additional and Supplemental Benefits

In Part 2 of the Checklist, we have provided you with the names and phone numbers of each of the Additional and Supplemental Benefits providers. If you are interested in enrolling in any one or all of these benefit plans you must contact the benefit provider(s) directly. You do **NOT** enroll in Additional or Supplemental Benefits through your agency HR/Ben Rep. This checklist has been provided for your convenience only. Do not submit this form to your HR/Ben Rep.

Part 3: The Agreement to Comply Form

In Part 3 of the Checklist is a list of all the documents you will be required to read as part of the new hire process. Once you have completed reading all the materials, you will be required to **print, sign and submit the Agreement to Comply form**, certifying that you have read, understand and agree to comply with all of the terms of employment as outlined in the listed documents. You will NOT need to print or submit any of the listed documents. You will **only be required to print and submit the Agreement to Comply form**.

Remember you must submit these documents to your agency's HR/Ben Rep by the required deadlines. If you have any questions, please contact your HR/Ben Rep.