



**State of Delaware
Department of Human Resources**

NEW HIRE CHECKLIST

Effective Date: May 22, 2020	Supersedes: 8/21/2019
Application: Executive Branch Agencies	

This checklist has been provided as a helpful tool to assist you in organizing and keeping track of all the forms and back-up documentation you will need to read, complete, sign and submit to your agency’s Human Resources (HR) Representative/Benefits Representative (Ben Rep) to complete the new hire process. In addition, you will also find all the information you will need to enroll in any Additional Benefits.

- Step 1.** Complete the New Hire Online 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, follow the instructions on page two of this checklist.
- Step 4.** Hand deliver documents (or as otherwise directed) on or before your first day of work to your HR/Ben Rep.

PART 1. HEALTH BENEFITS ENROLLMENT AND OTHER REQUIRED DOCUMENTS	
HEALTH BENEFITS ENROLLMENT FORM	Submit signed original to HR/Ben Rep
Spousal Coordination of Benefits Form	Submit original online; Retain copy
Dependent Coordination of Benefits Form(s)	Signed original to HR; Retain copy
Marriage Certificate	Hard copy to HR
Social Security Card (Self)	Signed original to HR
Social Security Card (Spouse)	Signed original
Social Security Card (All Dependents on Group Health Plan)	Original, with or without signature
Birth Certificate(s)/Legal Documents (All Covered Dependents)	Hard Copy to HR
DIRECT DEPOSIT AUTHORIZATION FORM	Submit signed original to HR
Voided Check OR	Hard copy to HR
Bank Statement	Hard copy to HR
EMPLOYEE PERSONAL/EMERGENCY INFORMATION FORM	Submit signed original to HR
I-9 EMPLOYMENT ELIGIBILITY VERIFICATION	Submit signed original to HR
Required Form(s) of Identification	Hard copy to HR
PENSION ACTUARIAL FORM (P1)	Submit signed original to HR
W-4 EMPLOYEE’S WITHHOLDING ALLOWANCE CERTIFICATE	Submit signed original to HR

PART 2. ADDITIONAL BENEFITS

If you are interested in enrolling in any one or all of the following plans, please follow the instructions below:

Administered by the [Statewide Benefits Office \(SBO\)](#)

LIFE INSURANCE

Enroll during your initial 90-day eligibility period or anytime throughout the year. Visit the Statewide Benefits Office (SBO) website at de.gov/statewidebenefits and follow the navigation: select your group > Life Insurance > Enroll or Make Changes.

ACCIDENT & CRITICAL ILLNESS INSURANCE

Enroll during your initial 90-day eligibility period. Otherwise, you will need to wait until the next Annual Benefits Open Enrollment or until a qualifying event occurs. Visit the Statewide Benefits Office (SBO) website at de.gov/statewidebenefits and follow the navigation: select your group > Accident & Critical Illness Insurance > Enroll or Make Changes.

FLEXIBLE SPENDING ACCOUNT

Enroll after completing the initial waiting period of 90 days. Otherwise, you will need to wait until the next Annual Benefits Open Enrollment or until a qualifying event occurs. Visit the Statewide Benefits Office (SBO) website at de.gov/statewidebenefits and follow the navigation: select your group > Flexible Spending Account > Enroll or Make Changes.

PRE-TAX COMMUTER (Employer-Provided Code Word: DE)

Eligible to participate upon hire or anytime throughout the year. Visit the Statewide Benefits Office (SBO) website at de.gov/statewidebenefits and follow the navigation: select your group > Pre-Tax Commuter Benefit > Enroll or Make Changes.

Administered by the [Office of the State Treasurer](#)

DEFERRED COMPENSATION

Eligible to participate upon hire, after 1st paycheck has been issued or any time.
Visit delawaredefer.com.

PART 3. ACKNOWLEDGEMENT OF RECEIPT & AGREEMENT TO COMPLY

After reading each of the following documents, employee must print and sign the Acknowledgement of Receipt & Agreement to Comply form in the presence of his/her HR or Ben Rep, confirming that they take responsibility for having read, understand and agree to comply with all of the information contained in each of the listed documents or policies and procedures.

1. Affordable Care Act (ACA) & Marketplace Notices
2. Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)
3. Health Insurance Portability and Accountability Act (HIPAA)
4. Domestic Violence Policy
5. Drug Free Workplace Policy
6. Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA)
7. Executive Order No. 30 Delaware's Continuing Commitment to Respectful Workplace
8. Medicare Enrollment Information for Active Employees, Pensioners and Covered Spouses
9. Pregnant Workers Fairness Act Guidelines
10. Respectful Workplace and Anti-Discrimination Policy
11. State of Delaware Merit Rules
12. State of Delaware Oath to Support the Constitution
13. Statewide Acceptable Use Policy
14. Workplace Violence Prevention Policy