



**State of Delaware
Department of Human Resources**

NEW HIRE CHECKLIST

Effective Date: August 21, 2019	Supersedes: 4/27/2017
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 and Supplemental 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 or Supplemental Benefits, you must contact the providers directly to enroll.
- 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

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Rev. Date: August 15, 2019

PART 2. ADDITIONAL AND SUPPLEMENTAL BENEFITS

If you are interested in enrolling in any one or all of the following benefit plans, please contact the provider directly at their toll free number. This checklist has been

LIFE INSURANCE	1-877-215-1489
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Contact provider directly after receiving package in mail at home – approximately 2 weeks after hire). Eligible to participate: Self/Dependent(s) – upon hire or any time.

FLEXIBLE SPENDING ACCOUNT	1-800-659-3035
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Eligible to participate on the 1st of the month after 90 days of employment, or family status change, or open enrollment.

PRE-TAX COMMUTER (Employer-Provided Code Word: DE)	1-800-659-3035
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Eligible to participate upon hire or any time

DEFERRED COMPENSATION	1-800-584-6001
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Eligible to participate upon hire, after 1st paycheck has been issued or any time

SUPPLEMENTAL BENEFITS BY AFLAC (Critical Illness & Accident Insurance)	1-800-433-3036
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Eligible to participate within 60 days of benefit eligibility

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 and Market Place Notices
2. Consolidated Omnibus Budget Reconciliation Act (COBRA)
3. Domestic Violence Policy
4. Drug Free Workplace Policy
5. Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA)
6. Executive Order No. 30 Delaware's Continuing Commitment to Respectful Workplace
7. Health Insurance Portability and Accountability Act (HIPAA)
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