

| AGENCY FORMS CHECKLIST FOR DELAUNCHPAD                                |                               |
|---|-------------------------------|
| Form #: DHR-STW-224.1-F   | Supersedes: N/A               |
| Effective Date: August 28, 2024                                       | Revised Date: August 28, 2024 |
| Application: Executive Branch Agencies using Delaware Launchpad (DLP) |                               |

This checklist is applicable to agency forms (pre-boarding, onboarding, offboarding, etc.) and agency-specific policies.

1) Document Formatting

- The document cannot be a duplicate of a statewide form.
- The title must be at the top of the page in the table and include the agency name (Font arial, ALL CAPS, bold, size 12, centered). The document must also include an Effective Date, Revised Date, Application and Supersedes section.

|   |                                    |
|---|------------------------------------|
| <b>DOCUMENT TITLE (For example: DTI BADGE ACKNOWLEDGEMENT FORM)</b> |                                    |
| <b>Effective Date: Month Day, Year</b>                              | <b>Application: Agency Name</b>    |
| <b>Revised Date: Month Day, Year</b>                                | <b>Supersedes: Month Day, Year</b> |

- For font accessibility, Arial size 12 is preferred however, any sans serif font is accessible. <https://www.section508.gov/develop/fonts-typography/> For additional accessibility, red should not be used for a font color.
- The document should contain both a running header which includes the title of the form and footer with page number.
- An acknowledgment form template prescribed by DHR may only be used if a policy is not acknowledged in the Delaware Learning Center. This is only during the interim of bringing all Executive Branch agencies onto DE LaunchPad.
- If the document requires a signature, use a box and the Department of Justice approved language for signatures see below. (This is in the case that a candidate/employee signs only by typing their name.)

*By using this form, the parties acknowledge their agreement to conduct transactions by electronic means. A party’s electronic signature for purpose of the Uniform Electronic Transactions Act, 6 Del. C. Ch. 12A may be provided by checking a box as indicated, electronic initials or name, or email confirmation.*

- Remove “Draft” from all documents, once finalized and add “FINAL” to the title and footer.

- Save as a PDF.
- All forms should be made fillable.
- The file name of the document must be as follows: Agency Name. Policy Name. Effective date.

## 2) **Additional Requirements**

- DHR Statewide Onboarding Forms will supersede/replace any agency forms on the same subject/for the same purpose (i.e.; Drug-Free Workplace).
- Agreement to Comply forms may only be used with employees who are not provided a State email address. If they are being used, they should follow the [Statewide Agreement to Comply](#).
- Agency Policies should apply to all agency employees with pieces that apply specifically to certain agency divisions or locations. Language may be used on the DLC Acknowledgment that excludes specific agency employees.
- To assist with the DLC Record, Statewide Training provides Job Aid to show Agency DHR how to retrieve and print the acknowledgment of a specific policy for a specific employee.