

Checklist for New Employees

All new employees are required to complete the following forms. Please note that some of the forms are enclosed and some of the forms are on-line at <http://www.frostburg.edu/hr/forms.htm>. **New employees cannot be added to the Payroll until we receive all of the forms indicated below.**

Enclosures:

- [Authorization to Release Information](#). Individuals selected for employment must successfully complete a background check.
- [I-9 Employment Eligibility Verification](#). This offer of employment is contingent upon you being lawfully authorized to work in the United States and your lawful compliance with the Bureau of Citizenship and Immigration work authorization and identification requirements. All newly hired employees are required by Federal Law to complete an INS I-9 form no later than the first day of employment. You will need to attach copies of original government identity and work authorization documents such as: Passport or driver's license AND social security card or birth certificate.
- [Retirement Information](#). Retirement information is enclosed for Exempt employees and Faculty. **(Regular employees only)**
- [W-4 Employee Withholding Allowance Certificate](#). Complete the Employee Withholding Allowance Certificate. Be sure to answer items 5 and 6 or answer item 7. Sign the form and date it on the lines provided and return it to the Office of Human Resources. If you have any questions regarding this form, you may contact the Payroll Office at (301) 687-4332.
- [State of Maryland Payroll Direct Deposit Authorization](#). Complete the Direct Deposit Authorization form and return. If you elect to be exempt from Direct Deposit, please contact Payroll at (301)687-4332 and request a Direct Deposit Exemption form that must be completed and returned.
- [Driving Record Information](#). Complete the information and return the form. No employee is authorized to use a state vehicle unless this requirement has been met.
- [W9 Request for Taxpayer Identification Number and Certification](#).
- [Health Benefits Enrollment Form](#)- Health Benefits information is available on the Department of Budget and Management's website: www.dbm.maryland.gov **(Regular employees only)**

On-line forms:

The following forms are available on the Office of Human Resources website at <http://www.frostburg.edu/hr/forms.htm>. Please visit the website and complete the following forms electronically. These forms will complete your employment packet.

- [Employee Data Form](#). The information requested is provided to the University System of Maryland and other State and Federal agencies as required by law. Data supplied to the USM offices is of a statistical nature only, with no direct reference to you. This form must be completed in full and submitted to the Office of Human Resources.
- [Sexual Harassment Policy](#). All employees must be informed of our policy and procedures for handling concerns of sexual harassment. Your compliance indicates that you have read and understand the University's policy on sexual harassment and that you understand your rights and responsibilities regarding the policy.
- [Health Insurance Programs](#). Contingent employees are eligible to participate in the State of Maryland Health Insurance Programs. If interested, you must complete an application for health benefits within sixty (60) days of the first contract.
- [Substance Abuse Policy](#). All employees must be informed of our policy for a drug-free workplace.

