

## Faculty Staff/12 Month Faculty APPOINTMENT CHECKLIST

Dept. Check	<b>Items to Include</b> (Incomplete/Incorrect forms may delay the hiring process)	HR use only
<input type="checkbox"/>	Personnel Requisition Form	<input type="checkbox"/>
<input type="checkbox"/>	Employment Application & CV	<input type="checkbox"/>
<input type="checkbox"/>	Employee Withholding Allowance Certificate (W-4)	<input type="checkbox"/>
<input type="checkbox"/>	Payroll Direct Deposit Authorization	<input type="checkbox"/>
<input type="checkbox"/>	Employment Eligibility Verification (I-9) w/supporting documents	<input type="checkbox"/>
<input type="checkbox"/>	Citizenship/Visa information (NON US Citizens ONLY)	<input type="checkbox"/>
<input type="checkbox"/>	Acknowledgment of Receipt of Policies (substance abuse, sexual harassment, health benefits, retirement plans)	<input type="checkbox"/>
<input type="checkbox"/>	Lease/Loan Agreement Form	<input type="checkbox"/>
<input type="checkbox"/>	Demographic Form	<input type="checkbox"/>
<input type="checkbox"/>	Affirmative Action Form	<input type="checkbox"/>
<input type="checkbox"/>	Health Insurance Enrollment Worksheet for Current Year ( <i>Optional</i> ) (MUST be submitted to State Benefits within 60 days of hire date)	<input type="checkbox"/>
<input type="checkbox"/>	State Retirement Pension System (SRPS) ➤ Faculty employees can select SRPS or ORP	<input type="checkbox"/>
<input type="checkbox"/>	Maryland State Retirement and Pension System Application (MSRP) (must complete Maryland State Retirement and Pension System Beneficiary Form)	<input type="checkbox"/>
<input type="checkbox"/>	Maryland State Retirement and Pension System Beneficiary Form	<input type="checkbox"/>
<input type="checkbox"/>	Optional Retirement Forms (TIAA-CREF, FIDELITY) (must complete Election Not to Participate in the State Retirement Pension System (Form 60) )	<input type="checkbox"/>
<input type="checkbox"/>	Election Not to Participate in the State Retirement Pension System (Form 60)	<input type="checkbox"/>
<input type="checkbox"/>	USM ORP Selection From	<input type="checkbox"/>
<input type="checkbox"/>	ORP History From, if applicable	<input type="checkbox"/>