

NON EXEMPT REGULAR APPOINTMENT CHECKLIST

Dept. Check	Items to Include (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	<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) ➤ Non-exempt must enroll in this plan	<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"/>