



Hire Date: _____

New Hire Checklist

This checklist is to help guide you in organizing and keeping track of all the forms and documentation related to the new hire process. Any questions regarding this process, please contact your Human Resources (HR) Representative.

Policies and Procedures		
	DTI Acceptable Use Policy (AUP)	Signature page returned to HR on 1 st day
	DTI Confidentiality & Integrity of Data	Signature page returned to HR on 1 st day
	Agreement to Comply	Signed & returned to HR on 1 st day
	Delaware Sexual Harassment Notice*	For your review
	State of DE Drug Free Workplace Policy*	For your review
	Employee Rights & Responsibilities under Family Medical Leave Act (FMLA)*	For your review
	Respectful Workplace and Anti-Discrimination Policy*	For your review
	Executive Order No. 30 Delaware's Continuing Commitment to Respectful Workplace*	For your review
	Pregnant Worker's Fairness Act*	For your review
	Gender Identity Guidelines*	For your review
	Domestic Violence Policy*	For your review
	Health Insurance Portability Act (HIPAA)*	For your review
Employment Forms		
	I-9 Employment Eligibility Form -Requires Forms of Identification	Completed & returned to HR on 1 st day
	Federal Tax Withholding Form (W-4)	Completed & returned to HR on 1 st day
	State of DE Tax Withholding Form (W-4)	Completed & returned to HR on 1 st day
	Direct Deposit Authorization Form	Completed & returned to HR on 1 st day
	Emergency Contact Form	Completed & returned to HR on 1 st day
	Pension Actuarial Form (P1)	Completed & returned to HR on 1 st day
Benefits – 90-day benefit waiting period State Share Health coverage & FSA		
	Affordable Care Act and Marketplace Notices*	For your review
	Health Benefits Enrollment Form -Additional documents required if covering dependents	Completed & returned to HR in 15 days
	Spousal Coordination of Benefits Form	Submit online if applicable
	Dependent Coordination of Benefits Form	Submit to HR if applicable
	Life Insurance (packet received via mail approx. 2 weeks after hire date)	Submit online within 90 days of date of hire
	Flexible Spending Account (FSA)	Contact 1-800-659-3035
	Pre-Tax Commuter	Submit online upon hire

	Fidelity College Savings Fund	Submit online after 1 st check issued
	Deferred Compensation	Submit online after 1 st check issued
Training		
	Cyber Security	Completed within 1 st 30 days
	Sexual Harassment	Completed within 1 st 30 days
	Unconscious Bias	Completed within 1 st 30 days
	Respectful Workplace and Anti-Discrimination	Completed within 1 st 30 days
	eSTAR Training	Completed within 1 st 30 days

*Policies pertaining to Agreement to Comply, signature required.