**(To be completed by Supervisor and Human Resources and filed in employee’s personnel file.)**

It is the responsibility of the supervisor to ensure that the onboarding steps outlined below are reviewed and taken when an employee is beginning employment in Maine State government, including ensuring the employee meets with Human Resources to complete the necessary new hire paperwork. Sign and date the form to confirm your review of the checklist with the employee.

|  |  |
| --- | --- |
| **Employee Name:** | **Name of Supervisor:** |
| **Department/Bureau/Location:** | **Title & Position Number:** |
| **Date of Hire:**  | **Position Type:** | **Salary Spec: Grade: Step:** |
| **Employment**  | **Retirement** |
| Returned | Reviewed | Returned | Reviewed |
| \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]   \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ] \_\_\_\_\_ [ ]  | [ ]  General Employee Information (PER 53)[ ]  I-9 & Personal Identification Verification[ ]  W4 – Federal[ ]  W4 – State[ ]  SSA-1945[ ]  Vendor Form[ ]  Direct Deposit[ ]  Date of first paycheck \_\_\_\_\_\_\_\_ [ ]  Verification Certification[ ]  Ergonomic Workstation Evaluation Request[ ]  Computer/VDT Operator Form [ ]  5% Option (Unclassified positions) | \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  | [ ]  Retirement Application[ ]  Pre-Retirement Beneficiary[ ]  Life Insurance Application & Rates[ ]  Life Insurance Beneficiary[ ]  MainePERS New Member Guide |
| **Medical Insurance** | **Optional Benefits** |
| Returned | Reviewed | Reviewed |
| \_\_\_\_\_ [ ] \_\_\_\_\_ [ ] \_\_\_\_\_ [ ]   | [ ]  Health Insurance Application & Rates[ ]  Anthem Summary of Benefits[ ]  Dental Insurance Application & Rates[ ]  Anthem Vision Application & Rates[ ]  Date insurance effective \_\_\_\_\_\_\_\_\_[ ]  Health Care Premium [ ]  Emergency Room/Walk-In Clinic Bulletin[ ]  LiveHealth Online [ ]  Lab & Imaging Services[ ]  Centers of Excellence[ ]  Grand Rounds [ ]  Blood Pressure Cuff Coverage | [ ]  MaineSaves 457 Retirement Savings Plan [ ]  Navia Flexible Spending Accounts[ ]  Your Living Resources Program [ ]  Wellness Center/Gym Membership |
| **Agency Policy Review** |
| Review | Signed | Reviewed |
| [ ]  Union Representation Packet[ ]  Pay Calendar[ ]  Leave Accruals[ ]  Holiday Schedule [ ]  Family Medical Leave Act[ ]  Workers’ Compensation[ ]  Drug Free Policy[ ]  Suicide Prevention Policy |  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ] \_\_\_\_\_ [ ]  \_\_\_\_\_ [ ] \_\_\_\_\_ [ ]  | [ ]  Confidentiality Form[ ]  IT Policy[ ]  Policy Statement Against Harassment [ ]  Domestic Violence Policy[ ]  Access Card Policy[ ]  Additional Policies per Departmental Requirement |
| **Agency Specific Requirements**  |
|  [ ]  Issue all uniforms and specialty toolsPants:\_\_\_\_\_\_\_\_\_\_\_\_\_ Shirts:\_\_\_\_\_\_\_\_\_\_\_\_\_ Sweatshirts/Jackets: \_\_\_\_\_\_\_\_\_\_ Hats/Gloves: \_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Issue keys/access card [ ]  Notify Departmental/external stakeholders of new hire [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor Date |