

STATE OF MICHIGAN
HUMAN RESOURCES
CHECKLIST FOR NEW EMPLOYEE ORIENTATION

Name	Hire Date
Work Location	Immediate Supervisor
Position Title	Employee ID#

Human Resource Office/Agency Liaison: **The following items are considered *essential*. This information **must** be provided and each item must be discussed with the employee.**

Department/Agency Information

- Employee Handbook (If Available)
- Mission and Vision Statement of the Department/Agency
- Organizational Chart
- Position Description

State Government Information

- Brochure/Video "Working for Michigan"
- EEO
- Organizational Chart

Insurances

- COBRA
- **Dental Care
- **Health Care
- HIPAA Notice of Privacy Practices
- **Life
- **Long Term Care
- **Long Term Disability
- **Mutual of Omaha (Accidental Death & Dismemberment)
- Open Enrollment
- **Vision Care

***Income Tax Withholding Forms**

***Form I-9** (Employment Eligibility Verification)

Tax Deferral Programs

- Deferred Compensation
- Flexible Spending Accounts
- Michigan Education Savings Program (state income tax)
- Pre-tax Parking (If Applicable)

Leave Information

- Annual Leave (Initial grant/accrual/Oct. 1 grant/AL probation)
- Sick Leave
- Leaves of Absence
- Family Medical Leave Act (FMLA)
- School Participation Leave

Payroll Information

- DCDS/Timesheets
- Electronic Funds Transfer (EFT)
- Longevity Information
- Paid Holidays
- Pay Days/1st Pay Date
- Pay Rate/Step Increases/Reclassification
- Performance Pay Plan (If Applicable)
- *Retirement (Defined Contribution Plan)
- Savings Bonds
- State Employees Combined Campaign
- *Union Membership Dues (if applicable)

STATE OF MICHIGAN
HUMAN RESOURCES
CHECKLIST FOR NEW EMPLOYEE ORIENTATION

Policy Information

- Agency Policies/Work Rules
- Civil Service Rules and Regulations www.michigan.gov/mdcs
- *Conflict of Interest/Disclosure
- *Discriminatory Harassment
- *Drug and Alcohol Testing
- *Oath of Office
- Performance Ratings
- Probationary Period
- Supplemental Employment
- *Workplace Safety

Miscellaneous

- Accident/Injury Reporting
- ***Beneficiary Forms
- *Computer Usage
- Emergency Contact Information
- Employee Service Program (ESP)
- Michigan Education Trust (MET)
- Notice of Military Service Credit Option
- State of Michigan, Employee Self Service
- *State of Michigan, Motor Vehicle Driver Agreement
- Picture ID/Security Card
- Departmental Tuition Reimbursement (if available)
- Professional Development Fund (NEREs only)
- Vendor Web Registration Notification
- *Employee Personal Data

Employee Acknowledgement: *I certify that I have received the above information from the Human Resource Office. It is my responsibility to read and comply with all departmental/Civil Service policies, rules, and regulations.*

Employee Signature: _____ Date: _____

Orientation completed by: _____ Date: _____

NOTE: * Form(s) must be completed by the employee and returned to the Human Resource Office.
**Employee must contact the MI HR Service Center to enroll.
***Complete forms or enter in MI HR Self-Service.