Interdepartmental Transfer Packet

There are two different ways that you may choose to review this packet.

1. View the Interdepartmental Transfer Packet Slide Show. This power point gives you a brief explanation of what the forms or documents in the packet are for, a link to the form or document, and instructions for completing the forms. This slide show is arranged in the same order as the New Hire / Rehire Packet Checklist below.

Interdepartmental Transfer Packet Slide Show - (large file-may take some time to open)

2. Review the packet on your own by clicking on each link below. It is YOUR RESPONSIBILITY to read and familiarize yourself with all the information contained below. Please check off each item as you view, print it, or complete it. Please sign and date at the bottom of the page.

Homeland Security Employment Eligibility Verification Form (I-9)	(Return to HR during first week of employment)	☐
Copy of Social Security Card	(Return to HR during first week of employment)	☐
LARA DCDS Security Request	(Return to HR during first pay period)	☐
The 401(k) Retirement Plan for State of Michigan Employees		☐
Oath of Office	(Return to HR during first pay period)	☐
Final Compensation Beneficiary Designation	(Return to HR during first pay period)	☐
Life Insurance and Accidental Duty Death Beneficiary Designation	(Return to HR during first pay period)	☐
Acceptable Use of Information Technology Standard 1340.00.01		☐
Acceptable Use of Information Technology Standard Receipt	(Return to HR during first pay period)	☐
State Board of Ethics Information		☐
Ethical Standards and Conduct Policy		☐
Disclosure of Interest	(Return to HR during first pay period)	☐
Civil Service Rulebook (bookmark in your favorites for future reference)		☐
Civil Service Rulebook Receipt	(Return to HR during first pay period)	☐
LARA Employee Handbook and Department Policies (bookmark in your favorites for future reference)		☐
LARA Employee Handbook Receipt	(Return to HR during first pay period)	☐
Employee Rights & Responsibilities under the Family Medical Leave Act		☐
State Motor Vehicle Driver Agreement (**Directors & Appointees Only**)	(Return to HR during first pay period)	☐
State Motor Vehicle Driver Agreement	(Return to HR during first pay period)	☐
Politics & the Classified State Employee: Guide to Permitted / Prohibited Political Activities		☐
CS Rule, Section 2-10: Guide to Whistleblower Protection for the Classified Employee		☐
Prior Military Service Memo		☐
Discriminatory Harassment Policy / Work Rule		☐
Workplace Safety Policy / Work Rule		☐
Discriminatory Harassment & Workplace Safety Policies/Work Rules Receipt	(Return to HR during first pay period)	☐
Discriminatory Harassment E-Learning Course Instructions		☐
Discriminatory Harassment E-Learning Course Certificate of Completion	(Return to HR during first pay period)	☐
Drug & Alcohol Testing Program for All Employees	(Return the **Acknowledgement of Training form** to HR during first pay period)	☐
Focus on Ability Training Program for All Employees, **must complete**: **http://www.quicknowledge.com/qk/focusonability**		☐
Health Insurance Marketplace Coverage		☐

LARA Work Rules		☐
LARA Work Rules Acknowledgement of Receipt	(Return to HR during first pay period)	☐
UAW Bumping Preference Form (UAW Employees Only) (if applicable)	(Return to HR during first pay period)	☐
Union Card (if applicable)	(Return to HR during first pay period)	☐
AFCSME – Contact your Bureau's Personnel Liaison for card.		☐
MSEA		☐
SEIU - Membership (Scientific & Engineering, Technical, HSS)		☐
UAW Membership - Contact the UAW at 517-484-6000 or 800-243-1985 for membership card and/or information		☐

By signing this form I have verified that I have received and viewed the forms and information listed above.		
Employee Name (Please Print or Type)	**Employee Signature:**	Date:

All forms **MUST** be **SIGNED** and **RETURNED** to the *Office of Human Resources* **together with this checklist**.