

## Employee Orientation Checklist

- \_\_\_\_\_ Allegany County Commissioners 2023-2024 Employee Benefits Guide
- \_\_\_\_\_ Allegany County Substance Abuse Policy
- \_\_\_\_\_ Allegany County American Fidelity Overview Form
- \_\_\_\_\_ Automatic Deposit Authorization Form
- \_\_\_\_\_ Commercial Driver Questionnaire (Erie Insurance)
- \_\_\_\_\_ Copy of Driver's License
- \_\_\_\_\_ Copy of Original Social Security Card
- \_\_\_\_\_ Employee New Hire Checklist
- \_\_\_\_\_ Federal Tax Withholding Form
- \_\_\_\_\_ New Hire Memo – Form W-4
- \_\_\_\_\_ Maryland New Hire Form
- \_\_\_\_\_ Maryland State Retirement System Brochure
- \_\_\_\_\_ Maryland State Retirement System Application for Membership
- \_\_\_\_\_ Maryland State Retirement System Beneficiary Form
- \_\_\_\_\_ Maryland Tax Withholding Form
- \_\_\_\_\_ MetLife Enrollment Form
- \_\_\_\_\_ U.S. Employee Eligibility Verification Form (I-9)
- \_\_\_\_\_ West Virginia Tax Withholding Form

***The topics listed above have been explained to my satisfaction.***

Employee \_\_\_\_\_ Position Control # \_\_\_\_\_ Hire Date \_\_\_\_\_

Date \_\_\_\_\_ Human Resources Representative \_\_\_\_\_