



# New Employee Checklist

Office of Human Resources

## Payroll and Tax Withholding Forms

Direct Deposit and Tax withholding forms must be completed **no later than the Friday (two days) after orientation** and submitted to [humanresources.msde@maryland.gov](mailto:humanresources.msde@maryland.gov) to the attention of Mr. Oakley Savage.

Form	Instructions
<a href="#">Direct Deposit Form</a>	<p>The Central Payroll Bureau (CPB) requires all paper Payroll Direct Deposit Authorization forms to be completed using the <b>online fillable form</b>.</p> <p>Upon opening the form, you will <b>type directly into the appropriate fields</b>. When complete, the form will need to be printed, then signed with a pen <b>in black ink only</b>.</p> <p>Upon completion send the form to Nicole Bradshaw. Any error in filling the form or delay in mailing will impact the on-time delivery of your paycheck.</p> <p>Please use the following information while filling out the direct deposit form:</p> <p><b>Agency Number Codes:</b></p> <p>MD State Department of Education employees: 36.01.01</p> <p><b>Payroll System:</b></p> <p>If you are being hired as a State/Regular employee, select: REG            If you are being hired as a Contractual employee, select: CTR</p> <p>Once you receive your first paycheck, you can setup an online account with CPB using the Payroll Online Service Center (POSC) at <a href="#">POSC link</a> to make future changes as well as to review your pay stubs.</p>
<p><a href="#">2023 Federal W 4 Form</a></p> <p><a href="#">2023 MD Withholding MW507 Form</a></p>	<p>Instructions for the W4 Form are included within the form.</p> <p><a href="#">Instructions for completing MW507</a></p>

## State Pension System Enrollment Forms

All regular/ merit employees are required to complete the pension enrollment forms **no later than the Friday (two days)** after the orientation and email them to [humanresources.msde@maryland.gov](mailto:humanresources.msde@maryland.gov) to the attention of Ms. Michelle Pair.

Form	Instructions
<a href="#">Form 1: Application for Membership</a>	<p>Click on the following link for detailed information regarding the state of Maryland Pension Benefits. Please provide a clear copy of your driver's license or passport.</p> <p><a href="#">2022 State of MD Pension Benefits Handbook</a></p>
<a href="#">Form 4: Designation of Beneficiary</a>	<p>Designation of Beneficiary form must be completed, notarized, and submitted to MSDE for processing.</p> <p>Please make sure that there are no corrections, nothing crossed-out, or anything whited-out on the form.</p>
<a href="#">Form 37: Election to Transfer Service Between Systems Within the Maryland State Retirement and Pension System</a>	<p>Employees should fill this form if applicable.</p>
<a href="#">Form 26: Request to Purchase Previous Service</a>	<p>Employees should fill this form if applicable.</p>

## Employee ID Badge

It is important that all employees complete the State Employee ID Badge within 2 days of the orientation. The completed form must be sent to [humanresources.msde@maryland.gov](mailto:humanresources.msde@maryland.gov) to the attention of Ms. Nicole Bradshaw.

## Important Links

### ACCESSING WORKDAY:

Workday is used for all State employees for benefits administration, leave management, and timekeeping. Please click here for a direct link to [Workday](#).

### LEAVE BANK:

The State Employees Leave Bank allows an employee may donate 8 hours of personal leave within the first 60 days of employment in order to become a member. Membership in the Leave Bank is for 2 years. Leave from the Leave Bank may be transferred to an employee who has exhausted all forms of annual, sick, personal, and compensatory leave because of a serious and prolonged medical condition; and has been a member of the Leave Bank for at least 90 days.

Learn more about [Leave Information](#).

### HEALTH BENEFITS:

The State of Maryland offers employees many options for health benefits. These benefits include medical plans, prescription drug coverage, dental coverage, flexible spending accounts, term life insurance, and accidental death and dismemberment plans. Keep in mind that all new employees with the State must complete enrollment (or make changes) within 60 days of the hire date. Enrollment must be completed using Workday.

Learn more about [Health Benefits](#).

### TIMEKEEPING:

Time worked for all employees, both regular and contractual, is entered into Workday. Leave use is also requested and recorded through Workday. Leave balances can be viewed in your employee profile. Employees submit their timesheets every other week, typically on a Tuesday with supervisors approving them on Wednesdays. Regular and contractual employees submit their timesheets on alternating weeks. Please discuss this with your supervisor.

### INFORMATION FOR STATE EMPLOYEES:

To access all other useful information for State employees, please visit the [DBM website](#). There is a lot of useful information including forms, reviewing the Performance Evaluation Program (PEP) process, seeing the State Holidays for the year, and accessing the Statewide Personnel System (SPS) that includes Workday and the Hub. The Hub is an online learning management system that provides training to State employees.

Relevant policies for State employees include the types of leave available and leave usage, Fair Employment Practices, Sexual Harassment in the Workplace, Software Code of Ethics, and the State Ethics Law.

Learn more about [Policies](#).