Office of Human Resources
New Hire Checklist

This checklist has been created to assist new hires at Coppin State University with important information needed as a new employee. Included are key items and references that may be needed during the initial period of employment.

	NEW HIRE DOCUMENTS
☐	Form W-4, Employee Withholding Allowance Certificate
☐	State of Maryland Payroll Direct Deposit Authorization
☐	Demographic Form
☐	Leased/Loaned Agreement Form
☐	Ethnicity and Race Data Collection Form
☐	Form I-9, Employment Eligibility Verification
☐	Acknowledgement of Receipt of Policies and Benefits*

*The information for the **Acknowledge of Receipt of Policies and Benefits** can be found on the listed websites and should be reviewed prior to signing the document.

❖ **State of Maryland Substance Abuse Policy**
http://dbm.maryland.gov/employess/Documents/Policies/SubstanceAbusePolicy.pdf

❖ **Sexual Harassment Policy**
http://www.usmd.edu/regents/bylaws/SectionVI/VI120.html

❖ **Health Plans**
http://www.Coppin.edu/info/200839/health_benefits

❖ **Retirement Option Information**
http://www.coppin.edu/info/200845/retirement_programs

USEFUL RESOURCES AND INFORMATION

❖ **Campus Map**
http://www.coppin.edu/downloads/file/51/campus_map

❖ **Academic Calendar**
http://www.coppin.edu/calendar/academic

❖ **University Holidays**
http://www.coppin.edu/hr

❖ **Coppin State University History**
http://www.coppin.edu/info/200737/csu_history

The forms listed below require signature by your Manager prior to presenting to the appropriate department for completion. These forms will be given to you directly by the Office of Human Resources.

NETWORK ACCOUNT ACCESS FORMS
☐   PeopleSoft (EagleLinks) Application Form
☐   Employee Computer/Internet and Usage Declaration
☐   Network Account Request (For CSU email, file sharing and printing)

All new hire documents can be found on the homepage of the Office of Human Resources website at https://www.coppin.edu/hr under the Recruitment link.

Questions regarding the New Hire Checklist can be directed to the Office of Human Resources at HR@copin.edu or you may call 410-951-3666.

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