Clear Form

Michigan Department of Transportation 0976 (04/2025)

STATE OF MICHIGAN
MICHIGAN DEPARTMENT OF TRANSPORTATION - HUMAN RESOURCES

ONBOARDING CHECKLIST

NAME:	HIRE DATE:
WORK LOCATION:	SUPERVISOR:
POSITION TITLE:	EMPLOYEE ID NUMBER:

Forms and Information

Forms with an asterisk (*) will pertain to benefit eligible employees only

☐ Introduction to MDOT
- Welcome Letter from Director
- MDOT Mission, Vision, Value Statement
- Organizational Structure
- MDOT Intranet

☐ Your Job
- Performance Evaluations
- Position Description
- Probationary Period
- MDOT Education Support Program *
- Alternate Work Schedule
- MDOT Employee Equipment & Materials Checklist
- Notice to Employee in Test Designated Position

☐ New Employee Benefits Checklist *
- Health Care
- Vision Care
- Dental Care
- Employee Life
- Dependent Life
- LTD
- 401K/457 Plan
- Health/Dependent FSAs
- QTFB/Pre-Tax
- Benefits for Life

Electing Benefits Summary 2025
- Health Insurance Marketplace Information
- Michigan Education Savings Account
- Michigan Education Trust
- Specialty Computer and Safety Glasses
- Accidental Death & Dismemberment
- COBRA Notice

☐ Workplace Environment
- New Employee Safety Checklist
- Emergency Information
- Accident Prevention Plan
- Injury & Illness Incident Reporting
- Motor Vehicle Incident Reporting

☐ Training
- Discriminatory Harassment/Safety for Employees
- Drug and Alcohol Testing (OSE)
  (For Test Designated Positions Only)
- Workplace Violence Training
- Workplace Safety - Regulation 2.05 (MCSC)

If Applicable:
- Labor Relations Training for Supervisors/Managers
- VTS Driver Quick Reference Guide
- EEO Manager/Supervisor Training

☐ Policies and Procedures

Civil Service Rules and Regulations
- Annual, Personal, and School & Community Participation Leave *
- Longevity Compensation *
- Military Credit
- Paid Holidays *
- Regulation 5.10 *
- HIPAA
- IT Resources Acceptable Use Policy & Acknowledgment Form 2324
- MDOT- The Americans with Disabilities Act & Section 504 of the Rehabilitation Act of 1973

☐ Policies/Procedures
- Administrative Leave
- Alcohol and Drug Free Workplace Policy
- Annual Leave *
- Audio & Visual Content Use
- Discriminatory Harassment Policy
- Ethical Standards and Conduct
- External Communication Review Policy
- IT Security Incident Response
- Jury Duty Document
- MDOT Personal Protective Equipment (PPE)
- Sick & Funeral Leave *
- Smoking Policy
- Social Security Privacy Policy
- Use of Artificial Intelligence in Government Work
- Use of MDOT IT Resources
- Vehicle & Equipment Engine Idling
- Wireless Communication Utilization
- Wireless Device in State Vehicles
- Workplace Violence Policy

☐ Misc. Employee Self-Service
- Travel Expenses
- Areas of Responsibility Sheet
- FMLA
- Region Work Rules (if applicable)
- Parking
- Drug Free Notice (posted in MDOT facilities)

☐ Maintenance Employees (based on area)
- Conditions of Employment
- Maintenance Work Rules and Signature Sheet

☐ Pay Schedules and Timekeeping
- SIGMA Time Entry
- SIGMA Time Entry Instructions
- Calendar: Dates and Pay Periods 2025

HR Forms from Orientation (Collect from Employee)

Please send in order listed below

- ☐ New Hire Checklist & Acknowledgment
- ☐ Employee Personal Data (CS-1785)
- ☐ Employment Eligibility Verification (I-9)
- ☐ Copy of Driver's License & SSN card
- ☐ Federal Tax withholding W-4
- ☐ Michigan Tax withholding MI W-4
- ☐ City Tax Forms (if applicable)
- ☐ Direct Deposit Authorization (EFT)
- ☐ Emergency Contact Form (MDOT 0982)
- ☐ Acknowledgment of Drug Testing Training (OSE)
- ☐ Disclosure of Interest
- ☐ Ethical Standard and Conduct Notification
- ☐ Final Compensation Beneficiary Designation
- ☐ Life Insurance/Accidental Duty Death Beneficiary Designation
- ☐ Motor Vehicle Driver Agreement
- ☐ New Employee Safety Orientation Checklist
- ☐ Oath of Office
- ☐ State of MI Deferred Comp/457 & 401K Beneficiary Designation
- ☐ Title VI Form
- ☐ IT Resource Acceptable Use Policy and Acknowledgment Form 2324
- ☐ Department Work Rules

HR Forms from Orientation

(Collect from an Employee transferring to MDOT from another Agency)

- ☐ New Hire Checklist & Acknowledgment
- ☐ Copy of Driver's License & SSN card
- ☐ City Tax Form (if applicable)
- ☐ Emergency Contact Information
- ☐ Acknowledgment of Drug Testing Training (OSE)
- ☐ Ethical Standard and Conduct Notification
- ☐ Final Compensation Beneficiary Designation Life
- ☐ Insurance/Accidental Duty Death Beneficiary
- ☐ Motor Vehicle Driver Agreement
- ☐ Oath of Office
- ☐ Title VI Form
- ☐ IT Resource Acceptable Use Policy and Acknowledgment Form 2324
- ☐ Department Work Rules
- ☐ Disclosure of Interest
- ☐ New Employee Safety Orientation Checklist
- ☐ Employment Eligibility Verification (I-9)

Additional Form for Test Designated Positions Only

- ☐ Notice to Employee in Test Designated Position

Employee Acknowledgment: *MDOT employees are responsible for reviewing and understanding the content of department Guidance Documents and Policies and are accountable for compliance with their provisions. Work time may be used for this purpose and any assistance needed to access or understand this information will be provided upon request.*

By my signature below, I acknowledge that I have received the guidance documents and policies noted above and have the opportunity to read and to seek clarification of their content. I understand that I am accountable for the provisions of these documents. I also understand that non-compliance with these documents will subject me to possible corrective action, up to and including dismissal.

I certify that I have received the above information. It is my responsibility to read and comply with all MDOT/Civil Service Commission DTMB policies, rules, and regulations.

EMPLOYEE SIGNATURE	DATE
ORIENTATION COMPLETED BY	DATE