

IMPORTANT INFORMATION FOR INCOMING EMPLOYEES

In order to be placed on payroll, the following forms need to be completed:

- AO 78 APPLICATION FORM**
This is reviewed by the Administrative Office to determine appropriate grade and salary placement, so full dates (mm/dd/yyyy) should be reflected.
- W-4 FEDERAL TAX WITHHOLDING CERTIFICATE**
and the applicable state form:
- MW 507 MARYLAND TAX WITHHOLDING CERTIFICATE** (indicate local jurisdiction) **or**
- D-4 DC TAX WITHHOLDING CERTIFICATE** **or**
- V-4 VIRGINIA TAX WITHHOLDING CERTIFICATE**
Note: you may change your federal or state tax withholding status at any time during the year.
- I-9 EMPLOYMENT ELIGIBILITY VERIFICATION**
You are **required** to present valid documentation with this form within 3 business days of start date. Bring these documents with you for your orientation with HR. **Note:** in most instances the US government cannot compensate persons who are not citizens of the United States; however, there are limited exceptions. **If you are a non-citizen, contact the HR Department as soon as possible.**
- FMS 2231 FAST START DIRECT DEPOSIT**
Direct deposit by electronic funds transfer is **required**. For section 3, attach a voided check or contact the financial institution to obtain the routing and account numbers.
- FINGERPRINT POLICY:** All employees are required to undergo a fingerprint and records check. Review the policy and return the information sheet.

Please review the Benefits Highlights chart for a brief description of many benefits and note any deadlines for making elections. The following are used to make benefit elections:

- SF 2817 FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI) ELECTION FORM**
Reminder: all permanent employees and term law clerks are **automatically covered** by Basic Life **unless life insurance is waived in its entirety within the first pay period after entering on duty**. For more information, review the FEGLI Program Booklet or visit FEGLI's web site at www.opm.gov/insure/life.
If you are interested in additional group life insurance programs available to federal judiciary employees, please contact the HR Department.
- SF 2809 FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) ELECTION FORM**
For more information on health insurance, review the FEHB Guide or visit FEHB's home page at www.opm.gov/insure/health. Plan brochures are available on the web site or upon request from the HR Dept.
- FEDERAL EMPLOYEES DENTAL AND VISION INSURANCE PROGRAM (FEDVIP)**
A number of supplemental dental and vision plans are available. For more information, visit OPM's web site at <https://www.opm.gov/healthcare-insurance/dental-vision/>. There is no FEDVIP enrollment form – enroll online at www.BENEFEDS.com.
- TSP-1 THRIFT SAVINGS PLAN (TSP) ENROLLMENT FORM** (N/A Term Law Clerks)
Employees covered by a government retirement plan such as CSRS or FERS may begin contributing to TSP immediately. Review the TSP Summary booklet or visit TSP's web site at www.tsp.gov for more detailed information.

The following forms need to be returned to complete your Entrance on Duty paperwork:

- EMERGENCY INFORMATION FORM:** All employees should provide emergency contact information and any pertinent medical information to ensure proper treatment in the event of an emergency.
- INTERNET, DCN/J-NET, INTERNET E-MAIL POLICY:** Review the policy and return the acknowledgement form.
- CONFIDENTIALITY STATEMENT:** Review the policy and return a signed copy.

Please contact the court's Human Resources Department if you have questions:

Tina Stavrou, Human Resources Administrator - phone (410) 962-3552 or e-mail tina_stavrou@mdd.uscourts.gov
Tracee Jones, Human Resources Specialist - phone (301) 344-3223 or e-mail tracee_jones@mdd.uscourts.gov
Mailing address: Clerk's Office, 4th Floor U. S. Courthouse, 101 West Lombard Street, Baltimore, MD 21201