

CASUAL/OVERLOAD/SUMMER SESSION Checklist

Name: _____ Title: _____

Program/Department: _____

Appointment Period: From _____ To _____

“X”- Boxes marked with “X” are required (Circle upon receipt)

Shaded areas are not applicable

EMPLOYMENT FORMS	Casual			Overload	Overload
	New Employee	Re-hire Lecturer		Current Faculty	Current Lecturer
		within past 1 year	over 1 year ago		
Completed and signed Form 20					
Lecture Step Placement Approval and supporting documents from Dean's Office	Initial Placement	If applicable	If applicable		
Photocopy of Social Security Card		*update	*update		
Application for Casual Employment, CC 29A and resume		*update	*update		
Professional License and or Certification if required for position		*update	*update		
Original Transcripts (if applicable)					
Federal Tax Withholding (W-4)		*update			
State Tax Withholding (HW-4)		*update			
I-9 Employment Eligibility Verification					
With Attachments (Expires 8/31/2019) *Re-certification can only be done if the documents on file are current. Expired documents will require that a new I-9 be completed with attachments. Instructions					
Anti-Harassment - Title VII - Title IX - VAWA					
UH Personnel Record Card		*update	*update		
Part-Time and Temporary Medical and Prescription Drug Plan (If Applicable) Acknowledgment - ACER Site					
Salary Assignment/Cancellation (D-60)		*update	*update		
D-90, Employee's Designation of Beneficiary - State of Hawaii (for unpaid wages). **Must be printed on YELLOW paper only and the instructions must be printed on the reverse side of the form		*update	*update		
Form UH-109: Act 179 Acknowledgement Form and ERS Act 179 Flyer (Update if Status Changes)		*update	*update		
Workload Commitment Form or Schedule Disclosure (if employed in another position)		*update		Dept Check	Dept Check
Statement Concerning Your Employment in a Job Not Covered by Social Security (Class Code B, V, E, K, N)					
Valid TB Clearance Certification (A9.520)					
TB Testing Information					
PTS Deferred Compensation Retirement Plan (Form/Booklet)		*update			
UH Form 88, Disclosure of the Employment of Relatives		*update			
General Confidentiality Notice (UH Form 92 - online)					
UH Form 12, Employee's Claim for Prior Creditable Service (if applicable)		*update	*update		
ERS-209, Certification of Compliance with Requirements for Employment of a Retirant (if applicable)					
<input checked="" type="checkbox"/> NOTICES GIVEN TO EMPLOYEES - The following notices marked with an <input checked="" type="checkbox"/> are required to be given to employees.					
Affordable Care Act (ACA) Employee Notice (Must provide the notice within 14 days of hire)	<input checked="" type="checkbox"/>				
EEO/AA Brochure	<input checked="" type="checkbox"/>				
Workplace Non-Violence Policy (E9.210)	<input checked="" type="checkbox"/>				
Policy on Consensual Relationships	<input checked="" type="checkbox"/>				
State Ethics Guidelines	<input checked="" type="checkbox"/>				
Smoke Free Workplace	<input checked="" type="checkbox"/>				
Employment of Relatives (A9.335)	<input checked="" type="checkbox"/>				
Official Notice to Faculty, Staff and Students re: Substance Abuse	<input checked="" type="checkbox"/>				
Family and Medical Leave Act (FMLA) Poster (Must provide the notice/poster to each employee upon hire)	<input checked="" type="checkbox"/>				
Employee Assistance Program (EAP) Flyer	<input checked="" type="checkbox"/>				
The Campus Safety and Security Data Analysis Cutting Tool	<input checked="" type="checkbox"/>				
Nondiscrimination and Affirmative Action Policy (EP 1.202)	<input checked="" type="checkbox"/>				
Equal Employment Opportunity/Affirmative Action Resources	<input checked="" type="checkbox"/>				
Sexual Harassment, Sexual Assault (E1.204)	<input checked="" type="checkbox"/>				
EEO Workplace Violence Brochure	<input checked="" type="checkbox"/>				
Information on Importation/Shipments of Chemicals and Hazardous Materials (If applicable)	<input checked="" type="checkbox"/>				
UH Username Practices :: ASK US, University of Hawaii System	<input checked="" type="checkbox"/>				
VOLUNTARY PROGRAMS (FOR EMPLOYEE TO COMPLETE & SUBMIT)					
403(b) Tax Sheltered Annuity Program (May enroll at anytime)					
HI529 - Hawaii College Savings Program					

* update = complete only if there is a change to their current information on file.

Important Notes: 1) Signature verifies that all notices given to employees 2) Submit only if ALL SUBMITTED BY: _____ DEPT: _____ DATE: _____