

**CASUAL/OVERLOAD/SUMMER SESSION Checklist**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Program/Department: \_\_\_\_\_

Appointment Period: From \_\_\_\_\_ To \_\_\_\_\_

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

EMPLOYMENT FORMS	Shaded areas are not applicable			Overload Current Faculty	Overload Current Lecturer
	New Employee	Casual			
		Re-hire within past 1 year	Lecturer 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		
<a href="#">Application for Casual Employment, CC 29A and resume</a>		*update	*update		
Professional License and or Certification if required for position		*update	*update		
Original Transcripts (if applicable)					
<a href="#">Federal Tax Withholding (W-4)</a>		*update			
<a href="#">State Tax Withholding (HW-4)</a>		*update			
<a href="#">I-9 Employment Eligibility Verification</a>					
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. <a href="#">Instructions</a>					
<a href="#">Anti-Harassment - Title VII - Title IX - VAWA</a>					
<a href="#">UH Personnel Record Card</a>		*update	*update		
<a href="#">Part-Time and Temporary Medical and Prescription Drug Plan (If Applicable) <b>Acknowledgment - ACER Site</b></a>					
<a href="#">Salary Assignment/Cancellation (D-60)</a>		*update	*update		
<a href="#">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</a>		*update	*update		
<a href="#">Form UH-109: Act 179 Acknowledgement Form and ERS Act 179 Flyer (Update if Status Changes)</a>		*update	*update		
<a href="#">Workload Commitment Form or Schedule Disclosure (if employed in another position)</a>		*update		Dept Check	Dept Check
<a href="#">Statement Concerning Your Employment in a Job Not Covered by Social Security (Class Code B, V, E, K, N)</a>					
<a href="#">Valid TB Clearance Certification (A9.520)</a>					
TB Testing Information					
<a href="#">PTS Deferred Compensation Retirement Plan (Form/Booklet)</a>		*update			
<a href="#">UH Form 88, Disclosure of the Employment of Relatives</a>		*update			
<a href="#">General Confidentiality Notice (UH Form 92 - online)</a>					
<a href="#">UH Form 12, Employee's Claim for Prior Creditable Service (if applicable)</a>		*update	*update		
<a href="#">ERS-209, Certification of Compliance with Requirements for Employment of a Retirant (if applicable)</a>					
<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.					
<a href="#">Affordable Care Act (ACA) Employee Notice (Must provide the notice within 14 days of hire)</a>	<input checked="" type="checkbox"/>				
<a href="#">EEO/AA Brochure</a>	<input checked="" type="checkbox"/>				
<a href="#">Workplace Non-Violence Policy (E9.210)</a>	<input checked="" type="checkbox"/>				
<a href="#">Policy on Consensual Relationships</a>	<input checked="" type="checkbox"/>				
<a href="#">State Ethics Guidelines</a>	<input checked="" type="checkbox"/>				
<a href="#">Smoke Free Workplace</a>	<input checked="" type="checkbox"/>				
<a href="#">Employment of Relatives (A9.335)</a>	<input checked="" type="checkbox"/>				
<a href="#">Official Notice to Faculty, Staff and Students re: Substance Abuse</a>	<input checked="" type="checkbox"/>				
<a href="#">Family and Medical Leave Act (FMLA) Poster (Must provide the notice/poster to each employee upon hire)</a>	<input checked="" type="checkbox"/>				
<a href="#">Employee Assistance Program (EAP) Flyer</a>	<input checked="" type="checkbox"/>				
<a href="#">The Campus Safety and Security Data Analysis Cutting Tool</a>	<input checked="" type="checkbox"/>				
<a href="#">Nondiscrimination and Affirmative Action Policy (EP 1.202)</a>	<input checked="" type="checkbox"/>				
<a href="#">Equal Employment Opportunity/Affirmative Action Resources</a>	<input checked="" type="checkbox"/>				
<a href="#">Sexual Harassment, Sexual Assault (E1.204)</a>	<input checked="" type="checkbox"/>				
<a href="#">EEO Workplace Violence Brochure</a>	<input checked="" type="checkbox"/>				
<a href="#">Information on Importation/Shipments of Chemicals and Hazardous Materials (If applicable)</a>	<input checked="" type="checkbox"/>				
<a href="#">UH Username Practices :: ASK US, University of Hawaii System</a>	<input checked="" type="checkbox"/>				
<b>VOLUNTARY PROGRAMS (FOR EMPLOYEE TO COMPLETE &amp; SUBMIT)</b>					
<a href="#">403(b) Tax Sheltered Annuity Program (May enroll at anytime)</a>					
<a href="#">HI529 - Hawaii College Savings Program</a>					

\* 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: \_\_\_\_\_