

## NEW HIRE CHECKLIST

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

Appointment Date: \_\_\_\_\_ FTE: \_\_\_\_\_ Pos. No: \_\_\_\_\_

Place an "x" or date to indicate that the forms have been completed and are attached

New Hire Checklist	E/M New	FACULTY New	APT New	*UH Transfer ONLY
<b>*****DEPARTMENT FORMS (TO ATTACH &amp; SUBMIT TO HR)*****</b>				
<a href="#">Original application for employment: CC Faculty or E/M Positions (Form 27A) and resume</a>				
<a href="#">Original application for employment: APT Application Form (UH 64a) and resume</a>				
Original Official Transcripts				
Approved Authorization to Hire, Letters of Offer and Acceptance				
<a href="#">UH Form 17, Recruitment, Selection, Complete On-line; attach hard-copy and copies of published ads from Work at UH, Honolulu Star-Advertiser and other publications. (See A9.540)</a>				
<a href="#">Invention Disclosure &amp; Assignment Agreement (See EP 12.205) (If Applicable)</a>				
<a href="#">Establish Emp UH Username (required for all compensated employees) 24 hr wait req'd after P/S hire done</a>				N/A
Establish ITS email account ( <a href="http://www.hawaii.edu/askus/572">http://www.hawaii.edu/askus/572</a> )				N/A
<b>*****PRIOR TO APPOINTMENT DATE*****</b>				
<a href="#">Valid Tuberculosis Clearance Certification (See A9.520)</a>				Transfer
<b>***SECTION 1 of I-9 ON/BEFORE APPOINTMENT DATE***</b>				
<b>***SECTION 2 of I-9 WITHIN 3 DAYS OF APPOINTMENT DATE***</b>				
<a href="#">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 a new I-9 be completed with attachments. (See Note #3) - INSTRUCTIONS</a>				Transfer
<b>*****TO INITIATE PAYROLL*****</b>				
PNF/Form 6 with valid SSN – (See schedule of payroll deadlines) (See Note #1)				
Photocopy of Official Social Security Card (See Note #2)				
<a href="#">HW-4, Employee's Withholding Allowance &amp; Status Cert – Hawai'i</a>				Update?
<a href="#">W-4, Employee's Withholding Allowance Certificate – U.S. Treasury</a>				Update?
<a href="#">Personnel Record Card – University of Hawai'i</a>				N/A
<a href="#">Personnel Record Change Form (Form 33 – IF APPLICABLE)</a>				
<a href="#">Anti-Harassment – Title VII – Title IX – VAWA (Print Certificate)</a>				
<a href="#">UH Form 107: Certification of State of Hawai'i ERS Membership (IF APPLICABLE)</a>				
<a href="#">Template for Employees' Retirement Service (ERS) Membership Info (IF APPLICABLE) (See Note #10)</a>				
SF-1, Request for Position Action (approved copy)				
<b>***EMPLOYEE FORMS (FOR EMPLOYEE TO COMPLETE &amp; SUBMIT TO HR OFFICE VIA DEPARTMENTS - FORMS MUST BE PROCESSED WITHIN 30 DAYS OF APPOINTMENT DATE***</b>				
<a href="#">ERS-1: ERS Membership Enrollment Form (See Note #5)</a> <a href="#">[ERS Information for Eligible Employees]</a>				Update?
<a href="#">Form 1-A, Designation of Beneficiary (Contributory or Hybrid Plan Member) (See Note #5)</a>				Update?

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<a href="#">Form UH-109: Act 179 Acknowledgement Form and ERS Act 179 Flyer (UPDATE IF STATUS CHANGES)</a>				Update?
<a href="#">ERS-209: Certification of Compliance with Requirements for Employment of a Retirant (IF APPLICABLE)</a>				
<a href="#">UH Form 12, Employee's Claim for Prior Creditable Service (IF APPLICABLE)</a>				
<a href="#">EC-1: Employer-Union Trust Fund Enrollment Form (EUTF) (See Note #7)</a>				N/A
<a href="#">US Able Life Insurance Beneficiary Designation/Change for Life Insurance</a>				Update?
<a href="#">D-60: Salary Assign/Cancel – State of Hawai'i, Bank Assignment for Net Wages (See Note #7)</a>				Update?
<a href="#">D-90, Employee's Designation of Beneficiary – State of Hawai'i (for unpaid wages)</a>				Update?
<b>**MUST be printed on YELLOW paper ONLY and the instructions must be printed on the reverse side of the form (double sided), typed and notarized***</b>				
<a href="#">UH Form 92: General Confidentiality Notice (Online) [Hard Copy Form]</a>				
<a href="#">UH Form 27: EEO/AA Ethnic Background Form</a>				
<a href="#">UH EEO/AA Invitation to Self-Identify Disability or Veterans Status (Please follow the link in the Invitation)</a>				
<a href="#">UH Form 22: Work Schedule Disclosure Form</a>				
<a href="#">UH Form 88: Disclosure of Employment of Relatives (Note #8)</a>				
<a href="#">UH Form 20: Record of Outside Employment</a>				
<a href="#">Statement Concerning Your Employment in a Job Not Covered by Social Security (See Note #4, class code B, V, E, K, N)</a>				
<a href="#">PTS Deferred Compensation Booklet (FICA code "K" Only) and Form</a>				
<a href="#">Vacation Addendum for Extramurally Funded Employees (A8.900 –IF APPLICABLE)</a>				
<a href="#">Application for Faculty/Staff ID Card</a>				
<a href="#">UH Faculty/Staff Directory Form</a>				

**Notes:**

- (1) A completed and fully executed PNF with a valid SSN is the absolute minimum required for payroll.
  - (2) A photocopy of Social Security card or duplicate receipt shall be kept at the KCC HR Office to be provided to Payroll upon request.
  - (3) Employee must complete Section 1 of the I-9 BEFORE or ON THE appointment date (when employee physically reports to work). The employer must complete section 2 by examining evidence of identity and employment eligibility no later than three (3) business days.
  - (4) Prior to employment, provide to each new employee who is ineligible for social security coverage.
  - (5) Employees with appointments 50% FTE or more and at least 3 month's duration. If lecturer, teaching 8 TE's or more and at least 3 months duration. Completed forms shall be submitted to ERS within 30 days of the appointment date.
  - (6) Employees with appointments 50% FTE or more and at least 3 month's duration. If lecturer, teaching 8 TE's or more and at least 3 months duration. Completed forms shall be submitted to EUTF within 30 days of the appointment date.
  - (7) State law requires all employees to direct deposit their paychecks. Attach a PNF if the employee's first paycheck is a bank assignment – if it is after the first paycheck, no PNF is required.
  - (8) Required only when a supervisor-subordinate relationship exists between relatives in the SAME department
  - (9) Must be Employees' Retirement System (ERS) eligible to participate
  - (10) May use other means to obtain information from prospective employee to complete the ERS Class Code Report via the ERS Accellion System
  - (11) EMPLOYEE MUST COMPLETE TRAINING WITHIN 30 DAYS OF APPOINTMENT DATE
- \*[CLICK HERE](#) for detailed information on action to be taken for employees transferring to the University from another state department or state/county jurisdiction. If "Action To Be Taken" document is printed for files, ensure that most current document is used.

**\*\*CONTINUE TO THE NEXT PAGE FOR NOTICES TO EMPLOYEES!\***

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<b>**NOTICES GIVEN TO EMPLOYEES – The following notices marked with an “x” MUST be given to employees**</b>				
<a href="#">Affordable Care Act (ACA) Employee Notice (Must provide the notice within 14 days of hire)</a>	X	X	X	X
<a href="#">Collective Bargaining Agreement (CBA)</a> CBA Acknowledgment ( <b>Please print, sign and return to Human Resources</b> )	X	X	X	Update?
<a href="#">Employee Benefits for Faculty and Staff</a>	X	X	X	X
<a href="#">Retirement Plan – ERS Hybrid Brochure</a>	X	X	X	X
<a href="#">EUTF Reference Guide and/or Supplement</a>	X	X	X	X
<a href="#">Retirement Health Benefits – EUTF Booklet</a>	X	X	X	X
<a href="#">Health Insurance Portability and Accountability Act of 1996 (HIPPA) Notice</a>	X	X	X	X
<a href="#">Premium Conversion Plan Handout</a>	X	X	X	X
<a href="#">Wage and Hour Laws Notice to Employees</a>	X	X	X	X
<a href="#">US Able Life Insurance Company: Certificate of Insurance</a>	X	X	X	X
<a href="#">Official Notice to Employees and Students re: Drug Free Workplace Policies</a>	X	X	X	X
<a href="#">Family and Medical Leave Act (FMLA) *MUST provide the notice to each employee upon hire</a>	X	X	X	X
<a href="#">Employee Assistance Program Flyer</a>	X	X	X	X
<a href="#">Title IX: System Title IX Resource Guide 2016 (Note #11)</a>	X	X	X	X
<a href="#">Policy on Consensual Relationships</a>	X	X	X	X
<a href="#">Sexual Harassment Brochure</a>	X	X	X	X
<a href="#">Sexual Harassment, Sexual Assault (EP 1.204)</a>	X	X	X	X
<a href="#">Non-Discrimination and Affirmative Action Policy (EP 1.202)</a>	X	X	X	X
<a href="#">Workplace Non-Violence Brochure</a>	X	X	X	X
<a href="#">Smoke Free Workplace</a>	X	X	X	X
<a href="#">Employment of Relatives Policy (AP 9.335)</a>	X	X	X	Update?
<a href="#">Campus Security Statistics (https://ope.ed.gov/campusafety/#/ ) (Search for Kapi'olani Community College)</a>	X	X	X	X
<a href="#">Federal Tax Limit on Pension Compensation (IF APPLICABLE)</a>	X	X	X	X
<a href="#">James Gaine's Memo (Dec. 2008) Re: Temporary Employees on Extramural Funds (IF APPLICABLE)</a>	X	X	X	X
<a href="#">State Ethics Guidelines</a>	X	X	X	X
<a href="#">Information on Import/Export of Chemicals and Hazardous Materials (IF APPLICABLE)</a>	X	X	X	X
<a href="#">Campus Guide</a>	X	X	X	X
<b>*****VOLUNTARY PROGRAMS (FOR EMPLOYEES TO COMPLETE AND SUBMIT)*****</b>				
<a href="#">403(b) Tax Sheltered Annuity Program</a>	X	X	X	X
<a href="#">457 Deferred Compensation Plan – Island Savings Plan (May enroll at any time) (Note #9)</a>	X	X	X	X
<a href="#">HI529 – Hawai'i College Savings Program</a>	X	X	X	X
<a href="#">Pre-Tax Bus Pass Pilot Program Information (must be ERS Member)</a>	X	X	X	X
<a href="#">Island Flex Brochure (contact CFP for enrollment kit) (Must be ERS Member)</a>	X	X	X	X

Completed by: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_