

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
*****DEPARTMENT FORMS (TO ATTACH & SUBMIT TO HR)*****				
Original application for employment: CC Faculty or E/M Positions (Form 27A) and resume				
Original application for employment: APT Application Form (UH 64a) and resume				
Original Official Transcripts				
Approved Authorization to Hire, Letters of Offer and Acceptance				
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)				
Invention Disclosure & Assignment Agreement (See EP 12.205) (If Applicable)				
Establish Emp UH Username (required for all compensated employees) 24 hr wait req'd after P/S hire done				N/A
Establish ITS email account (http://www.hawaii.edu/askus/572)				N/A
*****PRIOR TO APPOINTMENT DATE*****				
Valid Tuberculosis Clearance Certification (See A9.520)				Transfer
SECTION 1 of I-9 ON/BEFORE APPOINTMENT DATE				
SECTION 2 of I-9 WITHIN 3 DAYS OF APPOINTMENT DATE				
I-9, Employment Eligibility Verification (with attachments) (Expires 3/31/2016) **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				Transfer
*****TO INITIATE PAYROLL*****				
PNF/Form 6 with valid SSN – (See schedule of payroll deadlines) (See Note #1)				
Photocopy of Official Social Security Card (See Note #2)				
HW-4, Employee's Withholding Allowance & Status Cert – Hawai'i				Update?
W-4, Employee's Withholding Allowance Certificate – U.S. Treasury				Update?
Personnel Record Card – University of Hawai'i				N/A
Personnel Record Change Form (Form 33 – IF APPLICABLE)				
Anti-Harassment – Title VII – Title IX – VAWA (Print Certificate)				
UH Form 107: Certification of State of Hawai'i ERS Membership (IF APPLICABLE)				
Template for Employees' Retirement Service (ERS) Membership Info (IF APPLICABLE) (See Note #10)				
SF-1, Request for Position Action (approved copy)				
EMPLOYEE FORMS (FOR EMPLOYEE TO COMPLETE & SUBMIT TO HR OFFICE VIA DEPARTMENTS - FORMS MUST BE PROCESSED WITHIN 30 DAYS OF APPOINTMENT DATE				
ERS-1: ERS Membership Enrollment Form (See Note #5) [ERS Information for Eligible Employees]				Update?
Form 1-A, Designation of Beneficiary (Contributory or Hybrid Plan Member) (See Note #5)				Update?

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

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

Completed by: _____ Dept: _____ Date: _____