

NEW HIRE/RE-HIRE CHECKLIST

Name: _____ Title: _____

Appointment Date: _____ FTE: _____ Pos. No: Lecturer

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

New/Rehire Checklist	New Hire 1-7 TE's	New Hire 8 or more TE's	Rehire 1-7 TE's	Rehire 8 or more TE's	Shared
*****DEPARTMENT FORMS (TO ATTACH & SUBMIT TO HR)*****					
Form 20 – Personnel Action Form (PAF)					
Original application for employment (CC Personnel Form 27A)			On-file	On-file	
Original Official Transcripts			On-file	On-file	Copy ok
Approved Authorization to Hire, Letters of Offer and Acceptance			On-file	On-file	
Establish Emp UH Username (required for all compensated employees) 24 hour wait req'd after P/S hire done			N/A	N/A	N/A
Establish ITS email account (http://www.hawaii.edu/askus/572)			N/A	N/A	N/A
*****PRIOR TO APPOINTMENT DATE*****					
Valid Tuberculosis Clearance Certification (See A9.520)					N/A
*****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 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					N/A
*****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)			On-file	On-file	On-file
HW-4, Employee's Withholding Allowance & Status Cert – Hawai'i					N/A
W-4, Employee's Withholding Allowance Certificate – U.S. Treasury					N/A
Personnel Record Card – University of Hawai'i			On-file	On-file	
Personnel Record Change Form (Form 33 – IF APPLICABLE)			Update?	Update?	
Anti-Harassment – Title VII – Title IX – VAWA (Print Certificate)			On-file	On-file	On-file
UH Form 107: Certification of State of Hawai'i ERS Membership (IF APPLICABLE)					
Template for Employees' Retirement Systems (ERS) Membership Info (IF APPLICABLE) (See Note #10)					
EMPLOYEES FORMS (FOR EMPLOYEE TO COMPLETE & SUBMIT TO HR OFFICE VIA DEPARTMENTS – FORMS MUST PROCESSED WITHIN 30 DAYS OF APPOINTMENT DATE					
ERS-1: ERS Membership Enrollment Form (See Note #5) [ERS Information for Eligible Employees]					
Form 1-A, Designation of Beneficiary (Contributory or Hybrid Plan Member) (See Note #5)					
Form UH-109: Act 179 Acknowledgement Form and ERS Act 179 Flyer (UPDATE IF STATUS CHANGES)					
ERS-209: Certification of Compliance with Requirements for Employment of a Retirant (IF APPLICABLE)					
EC-1: Employer-Union Trust Fund Enrollment Form (EUTF) (See Note #7)					

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US Able 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?	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?	Update?	
UH Form 92: General Confidentiality Notice (Online) [Hard Copy Form]			Update?	Update?	
UH Form 27: EEO/AA Ethnic Background Form			On-file	On-file	On-file
UH EEO/AA Invitation to Self-Identify Disability or Veterans Status (Please follow the link in the Invitation)			On-file	On-file	
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					
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 Acknowledgement (PLEASE PRINT, SIGN and RETURN TO HUMAN RESOURCES)		X		X	
Pay Transparency Notice	X	X	X	X	
Employee Benefits for Faculty and Staff		X		X	
Retirement Plan – ERS Hybrid Brochure		X		X	
EUTF Reference Guide and/or Supplement		X		X	
Retirement Health Benefits – EUTF Booklet		X		X	
Health Insurance Portability and Accountability Act of 1996 (HIPPA) Notice		X		X	
Premium Conversion Plan Handout		X		X	
Wage and Hour Laws Notice to Employees	X	X	X	X	
US Able Life Insurance Company: Certificate of Insurance		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 (AP 9.335)	X	X	X	X	
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 Chemical and Hazardous Materials (IF APPLICABLE)	X	X	X	X	
Campus Guide	X	X	X	X	X
*****VOLUNTARY PROGRAMS (FOR EMPLOYEES TO COMPLETED 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	
Island Flex Brochure (contact CFP for enrollment kit) (Must be ERS Member)		X		X	

Completed by: _____ Dept: _____ Date: _____