

EMPLOYEE CHECKLIST FOR NEW HIRES

NAME: _____

TITLE: _____

EFFECTIVE DATE: _____

POS. NO. (except LEC & CAS): _____
 FTE: _____

EMPLOYEE FORMS - The following personnel forms/documents should be completed and filed with the appointment PNF. Use an "x" to indicate that the forms have been completed and are attached.						
	E/M	FAC	APT	GA	LEC	CASUAL
Photocopy of Social Security Card						
I-9, Employment Eligibility Verification (with attachments)						
HW-4, Employee's Withholding Allowance & Status Certificate - Hawaii						
W-4, Employee's Withholding Allowance Certificate - U.S. Treasury						
Faculty Vitae, APT Resume. E/M Application/Resume, UH Personnel Data Form or Resume						
UH Form 17, Recruitment/Selection, with vacancy announcements attached (See A9.540)	online	online	online		NA	NA
UH Form 27, Ethnic Background Form						NA
D-60, Salary Assign/Cancel - State of Hawaii, Bank Assignment for net wages (Must use form revised on 01/01/00)						optional
D-90, Employee's Designation of Beneficiary - State of Hawaii (for unpaid wages -- must use form revised on 07/01/02)						
Form 1-A, Designation of Beneficiary (Contributory or Hybrid Plan Member) - ERS, (Note #2)				NA		NA
Personnel Record Card - University of Hawaii						NA
Valid Tuberculosis Clearance Certification (See A9.520)				NA		
EC&B-1, ERS Membership Enrollment Form (Note #2)				NA		NA
EC-1, Employer-Union Trust Fund Enrollment Form; EUTF Reference Guide; Premium Conversion Plan Brochure (Note #2 and #3)						NA
Life Insurance: Standard Insurance Company (Note #2 and #3)						NA
Invitation to Self-Identify Disability or Veterans Status (Vets 100)						NA
Invention Disclosure & Assignment Agreement (See E5.500) Attachment B: For all research appointees other than faculty; Attachment C: For future faculty					NA	
Vacation Addendum for Extra-Curricular Fund Appointees (See A8.950, Attachment A)	NA			NA	NA	NA
Vacation/Off-Duty Election Form (for faculty who are eligible to earn vacation)	NA		NA	NA	NA	NA
Application for Faculty/Staff ID Card				NA		
Approved Authorization to Hire, Letters of Offer and Acceptance					NA	
SF-1, Request for Position Action (approved copy)					NA	NA
Hawaii State Employment Service Job Order Form	NA	NA	NA	NA	NA	
PNF / Form 6						
PTS Deferred Compensation Booklet & Application (FICA code "K" only)						
Statement Concerning Your Employment in a Job Not Covered by Social Security (Note #4, class code B, V, E, K, N)						
UH Form 92 University of Hawaii General Confidentiality Notice						
College of Social Sciences Justification Memo for Casual Hire	NA	NA	NA	NA	NA	
UH Form 12, Employee's Claim for Prior Creditable Service (if applicable)				NA	NA	NA
UH Form 88, Disclosure of the Employment of Relatives (Note #1)						
UH Form 22, Work Schedule Disclosure Form (formerly CC/A&S Form 1)	NA	NA	NA	NA		NA
NOTICES GIVEN TO EMPLOYEES - The following notices should be given to employees. Use an "x" to indicate that notice was given.						
Campus Guide (call Media Relations, 956-5039 for copies)						
Campus Security Brochure (call 956-9293 for copies)						
Collective Bargaining Agreement (Unit 07 / Unit 08)	NA			NA	NA	NA
Dean Smith's Memo (June 2000) Regarding Temporary Employees on Extramural Funds					NA	NA
Establish ITS email account < http://www.hawaii.edu/help/accounts >						
Equal Employment/Affirmative Action Brochure (call 956-7077 V/T for copies)						
"Information for New PI's, Faculty & Researchers" re Laboratory Chemicals	NA			NA	NA	NA
Island Flex Brochure (contact CFP for enrollment kit: http://www.rrii.com/cfp) (must be ERS member)				NA		NA
Notices to Employees (OHR) regarding conditions of employment and pay schedule	NA	NA	NA			NA
Official Notice to Faculty, Staff and Students re: Substance Abuse						
Savings Bond brochure						
University of Hawaii Employee Benefits for Faculty & Staff Booklet						NA
Welcome letter from the College of Social Sciences						
Workplace Non-Violence Policy (See E9.210) & Procedure (See A9.730)						
Notice to New Employee re: Federal Tax Limit on Pension Compensation (Note # 2)				NA		NA

NOTES:

- (1) Required only when a supervisory-subordinate relationship exists between relatives in same department. "NA" if not applicable.
- (2) Employees with appts 50% FTE or more and at least 3 months duration. If lecturer, teaching 7 credits or more and at least 3 months duration.
- (3) Submit this form in adequate time to insure form is received in the Dean's Office within 30 calendar days of the effective date.
- (4) Prior to employment, provide to each new employee who is ineligible for social security coverage.

SUBMITTED BY: _____ DEPT: _____ DATE: _____