

Date Sent To OHR: \_\_\_\_\_

**NEW HIRE CHECK LIST – A**

**Non-Civil Service Appointment (89 Day)  
OR  
Exempt (Hourly)**

**(Forms Required PRIOR TO Start Date)**

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

College/School/Program: \_\_\_\_\_ BU: \_\_\_\_\_ Pos. No. \_\_\_\_\_

Requested Hire Date: \_\_\_\_\_ NTE: \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_ per Hr.

Type of Appointment (TOA): Non-Civil Service Appt (89 Days) \_\_\_\_\_ Civil Service Exempt (Hrly) \_\_\_\_\_

\*Rehire (within past 12-months) \_\_\_\_\_

<b>EMPLOYMENT FORMS</b> Items marked in <b>RED</b> are not linked to forms	<b>Date Rec'd by OHR</b>
Non-Civil Service (89 Day Hire) Appointment Request Form	
State Application Form (HRD 278) Non Civil Service Appointment	
<b>Tuberculosis (TB) Clearance Certificate for employment, if applicable</b>	
Criminal History Record Clearance required for: <ul style="list-style-type: none"> <li>- All Civil Service positions (Form HRD 329c)</li> <li>- <b>University Security Officers (Form HRD 329c)</b></li> <li>- <b>Child Care Center Employees (Form HRD 329a &amp; HRD 329b)</b></li> </ul>	
Personnel Record Card or Form	
UH Form 27 – Ethnic Background Form	
<b>Photocopy of Social Security Card</b>	
*HW-4 (State) - Employee's Withholding Allowance & Status Certificate	
*W-4 (Federal) - Employee's Withholding Allowance Certificate	
PTS Deferred Compensation Retirement Plan Form	

*Revised: September 24, 2013*

*(Note: All of the forms on this checklist must be submitted to the Civil Service Employee Relations Section along with this check list. If any form is missing or incomplete, this will delay the hiring process.)*

**Rehires (within past 12 months): Please submit "tax forms" noted above with asterisk.**

**Please complete for Civil Service Exempt (Hrly):**

Employing Agency Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Account Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Warrant Distribution Code: \_\_\_\_\_