

Date Sent To OHR: _____

NEW HIRE CHECK LIST – B

**Non-Civil Service Appointment (89 Day) OR Exempt (Hourly)
(Forms Required Within 5 Working Days **AFTER** Start of Employment)**

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) _____

| EMPLOYMENT FORMS Items marked in RED are not linked to forms | Date Rec'd by OHR |
|---|------------------------------|
| Form SSA-1945, <u>signed</u> statement concerning your employment in a job <u>not covered</u> by Social Security | |
| Certification of Hawai'i Residency Acknowledgment Form (HRD 319b). Must <u>not</u> be completed <u>earlier</u> <u>than</u> employee's first day at work. (Form is available on OHR website.) | |
| I-9 Form - Employment Eligibility Verification. (Must be completed <u>within 3 days after</u> date of hire) | |
| D-90 (DAGS) - Employee's Designation of Beneficiary Form. Must be on "yellow paper." | |
| HRD 380 – ACT 179 Acknowledgement Form and ERS ACT 179 Flyer | |
| UH Form 92 - General Confidentiality Notice (for employees handling confidential data) | |

(Note: The personnel representative of the college/school/program shall be responsible for insuring that all the forms listed on this checklist are sent to OHR Civil Service Employee Relations Section within 5 working days. This checklist must be included with the documents.)

HIRING UNIT

Timesheet and Instructions

- D-60 (DAGS) Form - Salary Assignment/Cancel Bank assignment (**Program must send** to UH Payroll **AFTER** employee receives 1st pay check)
- Establish Employee's UH Username (Kuali Financial System requirement)
- Affordable Care Act Employee Notice – New Health Insurance Marketplace Coverage Options and Your Health Coverage
- Campus Security Brochure (<http://www.hawaii.edu/security>)
- Official Notice to Faculty, staff and Students re: Substance Abuse Policy
- Tobacco Products (See E10.102)
- Sexual Harassment Related Conduct Policy (See E1.203)
- Nondiscrimination and Affirmative Action Policy (See E1.202)
- Workplace Non-Violence Policy (See E9.210)

OHR Notices

Date Sent

Information Sheet: Non-Civil Service Appointment

Revised: September 24 , 2013