

Date Sent To OHR: _____

NEW HIRE CHECK LIST – C

Civil Service (Salary) Appointments

(Forms Required PRIOR TO Start of Employment)

Name: _____ Title: _____

College/School/Program: _____ BU: ____ Pos No: _____

Requested Hire Date: _____ Transferred from: _____

Type of Appointment (TOA): Probationary ____ Temporary ____ TAOL ____ Exempt ____

EMPLOYMENT FORMS Items marked in RED are not linked to forms	Date Rec'd by OHR
<u>Appropriate Application Form</u> and Supplements (if any) for: <ul style="list-style-type: none"> - Probationary Appt.: Copy of NEOGOV Application Form - Registration Classes: HRD 315 (rev. 10/2013) - TAOL: HRD 278 (rev. 10/2013) - Exempt (salary): HRD 278 (rev. 10/2013) 	
Criminal History Record Clearance required for: <ul style="list-style-type: none"> - All civil service appointments (Form HRD 329c) - University Security Officers (Form HRD 329b), HCJDC – 073 Form, and Applicant's Consent Waiver Form - Child Care Center Employees (Form HRD 329a & HRD 329b) Must be completed and sent to OHR.	
Tuberculosis (TB) Clearance Certification for employment (if applicable)	
ERS-1, Employees Retirement System - Membership Enrollment Form. (If appointment is 90 calendar days or more.)	
Form 1-A: ERS Contributory/Hybrid Plan Designation Beneficiary (print on golden rod or yellow paper) Click here for instructions	
UH Form 27 – Ethnic Background Form	
Personnel Record Card or Form	
Photocopy of Social Security Card	
HW-4 (State) - Employee's Withholding Allowance and Status Certificate	
W-4 (Federal) - Employee's Withholding Allowance Certificate	

(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.)

OHR USE ONLY	Date Rec'd by OHR
ERS Approval and issuance of New Hire Retirement Class Code	

Revised: November 6, 2013