

Date Sent To OHR: _____

**NEW HIRE CHECK LIST – D
Civil Service (Salary) Appointments
(Forms Required Within 5 Working Days **AFTER** Start Date)**

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	OHR Rec'd Dte
Certification of Hawai'i Residency Form Acknowledgment Form (HRD 319b). Must not be completed earlier than 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 (N/A, If employee transfers from another state department). Must be on "yellow paper."	
EC&B-24 - Employee's Claim for Prior Creditable Service (if applicable)	
HRD 380 – ACT 179 Acknowledgement Form and ERS ACT 179 Flyer	
UH Form 12 – Employee's claim for <u>prior</u> creditable service (if applicable)	
UH Form 88 – Disclosure of the Employment of Relatives (if applicable)	
UH Form 92 - General Confidentiality Notice (for employees handling confidential data)	
EC-1, EUTF Enrollment Application	
IF Appointment is <u>Less Than</u> 90 Calendar Days	
PTS Deferred Compensation Retirement Plan Form. Contact CFP for enrollment packet.	
Form SSA – 1945, <u>signed</u> statement concerning your employment in a job <u>not covered</u> by Social Security	

(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	
D-60 (DAGS) Form - Salary Assignment/Cancel Bank assignment (Program must send to UH Payroll AFTER employee receives 1 st pay check)	
Establish Employee's UH Username (Kuali Financial System requirement)	
Application for Staff ID card	
Affordable Care Act Employee Notice – New Health Insurance Marketplace Coverage Options and Your Health Coverage	
Employee Benefits Summary Sheet	
UH EEO/AA VETS 100 - Invitation to Identify Disability or Veterans Status	
Provide employee with same documents and brochures that are given to BOR new hires such as Sexual Harassment and Related Conduct Policy, Smoke Free Workplace, FMLA, etc.	
OHR USE ONLY	Date Sent
Information Sheet: TEMPORARY APPOINTMENT	
R&E – Inter-Governmental Memo (Effective: 6/1/2001)	

Revised: September 24, 2013