

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) _____

EMPLOYMENT FORMS Items marked in RED are not linked to forms	Date Rec'd by OHR
Non-Civil Service (89 Day Hire) Appointment Request Form	
State Application Form (HRD 315, 315A or 278 & supplements)	
Tuberculosis (TB) Clearance Certificate for Employment	
Criminal History Record Clearance required for: <ul style="list-style-type: none"> - All Civil Service positions (Form HRD 329c) - University Security Officers (Form HRD 329a & HRD 329b) - Child Care Center Employees (Form HRD 329a & HRD 329b) 	
Personnel Record Card or Form	
Photocopy of Social Security Card	
*HW-4 (State) - Employee's Withholding Allowance & Status Certificate	
*W-4 (Federal) - Employee's Withholding Allowance Certificate	
PTS Deferred Compensation Retirement Plan Form	

Revised: December 19, 2006

(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: _____