

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 (HRD 319b). Must not be completed earlier than employee's first day at work. (Form is available on OHR website.)	
D-60 (DAGS) - Employee Salary Assign/Cancel Form & Instructions (Bank Assignment)	
I-9 (Federal) - Employment Eligibility Verification Form. (Must be completed <u>within 3 days after</u> date of hire)	
D-90 (DAGS) - Employee's Designation of Beneficiary Form	
HRD 380 – ACT 179 Acknowledgement Form and ERS ACT 179 Flyer	
UH Form 27 – Ethnic Background Form	
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.)

Notices Given to Employee by Hiring Unit
Timesheet and Instructions
Campus Security Brochure (http://www.hawaii.edu/security)
Official Notice to Faculty, staff and Students re: Substance Abuse Policy
Application for Staff ID card

Notices Given to Employee by OHR	Date Sent
Information Sheet: Non-Civil Service Appointment	

Revised: January 3, 2011