

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) \_\_\_\_\_

| <b>EMPLOYMENT FORMS</b><br>Items marked in <b>RED</b> are not linked to forms   | <b>Date Rec'd<br/>by OHR</b> |
|---|------------------------------|
| 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 319a). Must <b>not</b> be completed <b>earlier than</b> employee's first day at work. (Form will be sent from OHR via email.) |                              |
| <b>D-60 (DAGS) - Employee Salary Assign/Cancel Form &amp; Instructions (Bank Assignment)</b>  |                              |
| 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  |                              |

*(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.)*

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

| <b>Notices Given to Employee by OHR</b>          | <b>Date Sent</b> |
|--|------------------|
| Information Sheet: Non-Civil Service Appointment |                  |