

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 link to forms	Date Rec'd by OHR
Certification of Hawai'i Residency Form (HRD 319a). Must not be completed earlier than employee's first day at work. (Form will be sent from OHR via email.)	
D-60 (DAGS) - Employee Salary Assignment/Cancellation Form and 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 (N/A, If employee transfers from another state department)	
EC&B-24 (ERS) - Employee's Claim for Prior Creditable Service	
EUTF – (EC-1 Enrollment Application, Active Guide EUTF Booklet, PCP Handout, Designation of Beneficiary Form for Life Insurance) Island Flex Brochure. (If appointment is 90 calendar days or more.) Submit forms to your personnel representative for processing and filing.	
IF Appointment is <u>Less Than 90</u> 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.)

Notices Given to Employee by Hiring Unit	
Campus Security Brochure (http://www.hawaii.edu/security)	
Official Notice to Faculty, staff and Students re: Substance Abuse Policy	
Application for Staff ID card	
Summary of Employee Benefits	
UH EEO/AA VETS 100 - Invitation to Identify Disability or Veterans Status	

OHR USE ONLY	Date Sent
Information Sheet: INITIAL PROBATION, TEMPORARY APPOINTMENT (Non-regular), and EXEMPT	
R&E – Inter-Governmental Memo (Effective: 6/1/2001)	
Copy of last EPAR (SF-5) document and copy of “return rights letter,” if applicable.	

Revised: October 6, 2006