New Hire Checklist

Updated 10/11/13

Changes to Checklist
- Reorganized to provide a better flow
- UH 109 w/attached ERS-212
- ERS-209
- Affordable Care Act (ACA) Employee Notice
- EEO Sexual Harassment brochure
- EEO Workplace Violence brochure

To Initiate Payroll

Required forms to be placed on payroll:
- Photocopy of Social Security Card
- HW-4, State Tax Form
- W-4, Federal Tax Form
- Personnel Record Card
- Ethnic Background Form
- Certification of ERS Membership (if applicable)

Prior to Start Date

Valid Tuberculosis Clearance Certificate
- A9.520 Tuberculosis Clearance

I-9 Employment Eligibility Verification
- Dates:
  - Section 1: Upon acceptance of offer or no later than the 1st day of employment
  - Section 2: Within 3 Business Days of Employment
Employee Forms

- Should be completed by the new hire
- Follow directions printed on checklist
- Print all forms directly from checklist
- Print on golden rod or yellow and notarized
- Form 1-A, ERS Designation of Beneficiary
- D-90, State of Hawaii Employees Designation of Beneficiary (typed)

Employee Forms cont.

- D-60, Salary Assign/Cancel – Typed & **signed in blue ink.**
- EC-1, EUTF Enrollment – Turned in within 30 days
- SSA-1945, Statement Concerning Your Employment in a Job Not Covered by Social Security (if applicable)
  - Not applicable to BOR employees over 50%FTE
  - Complete if FTE falls below 50%
- PTS Deferred Compensation Retirement Plan
- Graduate Assistants should complete during summer if they are eligible.

Employee Forms cont.

- Print and provide to the employee all notices that apply
- Check to ensure all necessary forms have been completed and submitted at the appropriate time
- Turn all forms in within 30 days
- Department Contact should sign and submit completed checklist

Where can it be found?

- [http://www.hawaii.edu/ohr/](http://www.hawaii.edu/ohr/)
  - HR Documents
  - HR Forms
  - Employee Checklists for New Hires and Separating Employees
  - Employee Checklist for New Hires
Where can it be found?

http://blog.hawaii.edu/jabsomohr/

Questions???

Thank You!