

Casual Hire Document Checklist

Instructions: The department must complete this checklist for each Casual Hire. Submit the Form 20, this checklist, and all required documents to HR Department.

	Employee Name: _____	Hours per Week: _____	Department: _____
Forms & Documents (For Department to attach and submit to HR)			
		Required	Not Required
1	Form 20 <i>Personnel Action Form (PAF)</i>	<input type="checkbox"/> Yes	N/A
2	Job Application	<input type="checkbox"/> Yes <i>(Required for every appointment)</i>	N/A
3	Official Transcripts	<input type="checkbox"/> Yes <i>(Required for all new hires)</i>	<input type="checkbox"/> No <i>(Returning employees should have a copy on file)</i>
4	Establish Employee UH Username and Multi-Factor Authentication (MFA) <i>(Online Only)</i>	<input type="checkbox"/> Yes <i>(Required for New Hire)</i>	N/A
5	Personnel Record Card	<input type="checkbox"/> Yes <i>(Required for New Hire and Rehires)</i>	N/A
6	Valid Tuberculosis Clearance Certification	<input type="checkbox"/> Yes <i>(Required for New Hire and Rehires with a 12 month break of employment)</i>	<input type="checkbox"/> No <i>(Returning Employees)</i>
7	ERS-209 <i>Certification Of Compliance With Requirements For Employment Of A Retirant</i>	<input type="checkbox"/> Yes <i>(If retiree with ERS)</i>	<input type="checkbox"/> No <i>(Not retiree with ERS)</i>
8	UH Form 107 <i>Certification of State of Hawai'i Employees' Retirement Service (ERS) Membership</i>	<input type="checkbox"/> Yes	N/A
9	UH Form 109 <i>ERS Act 179 Acknowledgement Form for BOR Employees</i>	<input type="checkbox"/> Yes	N/A
10	UH Form 22 <i>Work Schedule Disclosure Form</i>	<input type="checkbox"/> Yes	N/A
11	UH Form 27 <i>Equal Employment Opportunity/Affirmative Action Ethnic Background Form</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(If previously provided copy to KapCC HR)</i>
12	EEO/AA Invitation to Identify Disability or Veteran Status	<input type="checkbox"/> Yes <i>(Optional)</i>	N/A
13	Photocopy of official Social Security Card	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Previously provided copy)</i>
14	Form I-9	<input type="checkbox"/> Yes	N/A

15	Form SSA-1945 <i>Statement Concerning your Employment in a Job Not Covered by Social Security</i>	<input type="checkbox"/> Yes	N/A
16	Part-time and Temporary Medical and Prescription Drug Plan Acknowledgment Form	<input type="checkbox"/> Yes	N/A
17	PTS Deferred Compensation Retirement Plan Enrollment	<input type="checkbox"/> Yes	N/A
18	UH Form 88 <i>Disclosure of the Employment of Relatives</i>	<input type="checkbox"/> Yes	N/A
19	UH Form 92 <i>General Confidentiality Notice</i>	<input type="checkbox"/> Yes	N/A
20	Conflicts of Interest Disclosure form	<input type="checkbox"/> Yes	N/A
21	Hawai'i Information Portal <i>(Update Beneficiary Designation, Direct Deposit, and Tax Withholding)</i> <i>To be done online within 2 to 3 Days After Hire Date</i>	<input type="checkbox"/> Yes	N/A
22	Information Security Awareness Training	<input type="checkbox"/> Yes <i>(New Hires and Returning Employees – Once every year)</i>	<input type="checkbox"/> No <i>(Returning employees with previous completion within the last year)</i>
23	State of Hawaii Ethics Training	<input type="checkbox"/> Yes <i>(New Hires and Returning Employees – Once every four years)</i>	<input type="checkbox"/> No <i>(Returning Employees with previous completion within the last four years)</i>
24	Title IX Training	<input type="checkbox"/> Yes <i>(New Hires and Returning Employees – Once every year)</i>	<input type="checkbox"/> No <i>(Returning Employees with previous completion within the last year)</i>

Prepared by (print): _____ Dept: _____