

Casual Hire

Training



Part 1 of 2: Job Advertisement & Application Review

Notice for UH Employers

Equal Employment Opportunity (EEO) policy encompasses the idea that all qualified and eligible job applicants have the right to fair hiring practices. Only after an employer has interviewed all candidates should the most suitable person(s) be selected.

The University's commitment to EEO is displayed through a system of established hiring procedures that assures all qualified and eligible candidates fair treatment. All employers are encouraged to familiarize themselves with such procedures. EEO is a policy of the University, and required by federal law of anyone receiving federal funds. Non-compliance by any one department could result in the University losing all its federal funding.

Learning Outcomes

The following topics will be covered regarding the Casual Hire process:

1. How to Establish a New Casual Hire Position
2. How the Casual Hire Position is Classified
3. How the Compensation and Pay Rates are Determined
4. The Casual Hire Recruitment Process

Establishing A Casual Appointment

What Is A Casual Hire?

What is a Casual Hire?

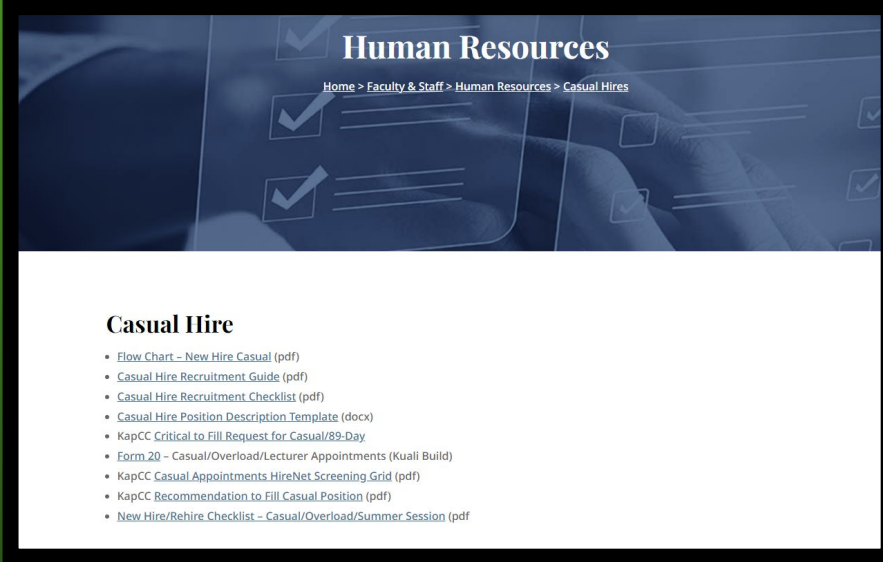
Type of Appointment	
Unbudgeted, short-term appointment for BOR-type positions	No position number is required

Points to Remember			
For service which does <u>NOT</u> warrant using regular appointment	To be used when the lack of temporary services would be detrimental to the program	<u>NOT</u> to circumvent student employment, graduate assistant, or regular BOR-type appointment processes	Continuation of appointment is <u>NOT</u> guaranteed

Establishing A Casual Appointment

Resources

Resources



The screenshot shows a webpage titled "Human Resources" with a breadcrumb trail: "Home > Faculty & Staff > Human Resources > Casual Hires". Below the title is a list of links for various HR documents and forms.

Human Resources

Home > Faculty & Staff > Human Resources > Casual Hires

Casual Hire

- [Flow Chart - New Hire Casual](#) (pdf)
- [Casual Hire Recruitment Guide](#) (pdf)
- [Casual Hire Recruitment Checklist](#) (pdf)
- [Casual Hire Position Description Template](#) (docx)
- [KapCC Critical to Fill Request for Casual/89-Day](#)
- [Form 20 - Casual/Overload/Lecturer Appointments](#) (Kuali Build)
- [KapCC Casual Appointments HireNet Screening Grid](#) (pdf)
- [KapCC Recommendation to Fill Casual Position](#) (pdf)
- [New Hire/Rehire Checklist - Casual/Overload/Summer Session](#) (pdf)

Casual Hire Resources (kapiolani.hawaii.edu)

Resources

UNIVERSITY of HAWAII
KAPĪ'OLANI COMMUNITY COLLEGE
Ke Kulanui kaikūlu 'o Kapī'olani

Click [here](#) to access fillable Position Description Template

Kapī'olani Community College Reference Guide Casual Hire Recruitment Process

Step 1: Prepare and Post the job advertisement

Screening Committee <i>(Hiring Manager and/or Working Supervisor)</i>	Hiring Department Contact Person <i>(Department Secretary)</i>
<ul style="list-style-type: none">• Prepare the Job description.• It is recommended to have at least two members serve on the screening committee.	<ul style="list-style-type: none">• Create and Submit the job advertisement in NeoGov OHC.• Prepare and submit Form 20 to post the job ad.

KapCC HR will review the Form 20, position description and job advertisement. The job advertisement will be posted for 3-5 business days. Once the ad is closed, KapCC HR will send all the applications to the Screening Committee.

Step 2: Receive and Review the applications

Screening Committee <i>(Hiring Manager and/or Working Supervisor)</i>	Hiring Department Contact Person <i>(Department Secretary)</i>
<ul style="list-style-type: none">• Begin the review process once you receive the applications via NeoGov. Review is	<ul style="list-style-type: none">• Receive Screening Grid and Recommendation to Fill from Screening Committee and use NeoGov

Casual Hire Recruitment Guide ([Click here](#))

Resources

The image shows a screenshot of a web-based form titled "Casual Hire Recruitment Checklist" from the University of Hawaii Kapi'olani Community College, Human Resources Department. The form is divided into two main sections. The first section is a table for collecting basic information, and the second is a checklist of required forms and documents.

University of Hawaii Kapi'olani Community College
Casual Hire Recruitment Checklist
Human Resources Department

Casual Hire Recruitment Checklist
Forms and Documents Required for HR

Position Title:	
Administrative Unit:	
Department:	
Supervisor:	
Screening Committee Member #1	
Screening Committee Member #2	

Forms and Documents	Completed
Documents required to get Casual Hire Position Approved	
Position Description	<input type="checkbox"/>
Approved Critical to Fill Request for Casual/89-Day Hire	<input type="checkbox"/>
Forms required to Post Ad on workatuh.hawaii.edu	
Form 20 (to Post Ad on NeoGov)	<input type="checkbox"/>
Forms to Submit to Hire Selected Candidate	
Completed Casual Hire Screening Committee Review Grid	<input type="checkbox"/>
Recommendation to Fill Memorandum	
Forms to Submit once the hired candidate is approved	
Form 20 (to hire a candidate)	<input type="checkbox"/>

Casual Hire Recruitment Checklist ([Click here](#))

Establishing A Casual Appointment *Requirements*

Requirements to Establish

Appointment Details	Notes
Confirm availability of funds	Check with Business Office (normally, Casual Appointments are not funded from General Funded Accounts (Account Codes that start with "1"))
Provide description of duties and responsibilities	See position description template
Determine minimum and desirable qualifications	See position description template
Provide reason the position is critical and impact if this request is not approved	Complete the KapCC Critical to Fill Request for Casual/89-Day Hire form

Requirements to Establish

Appointment Details	Example
Appointment Type	Short-Term or Long-Term
Appointment Period	Up to 89 Days, or up to 1 Year
Maximum Number of Hours of Work per Week	Up to 19 or 40 hours per week
Work Schedule	Intermittent Work or Regular Hours (M-F)
Account Code(s) and Percentage	KA2212345 (75%) & KA6123456 (25%)
Type of Compensation	Hourly or Flat Rate

Appointment Type

Hours	FTE	Duration	Example
20 hours or more	0.5 or More	Less than 3 months in duration	12/1/2023 - 2/28/2024
19 hours or less	0.475 or Less	Not to exceed 12 month period	12/1/2023 - 11/30/2024

Appointment Type

What if there are more than one Casual Appointments running concurrently that are held by the same individual?

Points to Remember	Tips and Examples
Determine that there is no conflict in the scheduled time of service	Coordinate with hiring manager of other appointments
Combined appointments shall not exceed the appointment limitations	More than one "year-long appointments" must have a combined total hours worked of 19 or less
Total combined work time shall not exceed 1.00 FTE	19 hrs + 19 hrs = 38 hrs (less than 40 hrs)

Appointment Type

Please be reminded that IRS Affordable Care Act (ACA) tax penalties will be assessed to hiring departments for casual employees who receive a premium tax credit (PTC) from the healthcare marketplace.

To avoid any penalties, departments may consider having their casual employees work below 0.75 FTE (130 hours) per month, which includes the total hours for employees holding multiple jobs on campus and across multiple campuses.

Compensation Type

The rate of compensation should be equivalent to the pay of a regular employee doing the same or similar work

Appointments for **Administrative, Professional, and Technical Services** shall fall within the UH Classification Plan

Appointments for **instructional services** may only be made for short-term or apprenticeship programs

Establishing A Casual Appointment

Posting Job Advertisement

Job Advertisement

You will need the following information:

- ✓ Duties and Responsibilities
- ✓ Minimum & Desirable Qualifications
- ✓ Salary Range
- ✓ Maximum Number of Hours of Work per Week
- ✓ Work Schedule (Hours per week, work days & times)
- ✓ Account Code(s) and Percentage
- ✓ Type of Compensation

Job Advertisement


Submission Deadline for Form 20 (To Post Ad)	
Initial Posting or Reposting w/changes	Reposting
At least 6 Weeks Prior	At least 4 Weeks Prior

Once the Form 20 is approved, the ad will be posted on the WorkAtUH website for a minimum of 3 workdays and the supervisor will be notified via email. The length of time of posting should be indicated on the Form 20

Casual Hire Workflow

1. Complete the **KapCC Critical to Fill Request for Casual/89-Day Hire Form** (with Approved Position Description attached) and route for approval
2. Create and submit the job requisition through **NeoGov** (instructions **here**)
3. Complete **KapCC Form 20** (to post NeoGov Ad). Attach the following
 - a. Approved KapCC Critical to Fill Form
 - b. Approved Position Description (template **here**)

Recruitment Checklist

 UNIVERSITY of HAWAII
KAPĪ'OLANI
COMMUNITY COLLEGE

Casual Hire Recruitment Checklist
Human Resources Department

Casual Hire Recruitment Checklist
Forms and Documents Required for HR

Position Title:	
Administrative Unit:	
Department:	
Supervisor:	
Screening Committee Member #1	
Screening Committee Member #2	

Forms and Documents	Completed
Documents required to get Casual Hire Position Approved	
Position Description	<input type="checkbox"/>
Approved Critical to Fill Request for Casual/89-Day Hire	<input type="checkbox"/>
Forms required to Post Ad on workatuh.hawaii.edu	
Form 20 (to Post Ad on NeoGov)	<input type="checkbox"/>
Forms to Submit to Hire Selected Candidate	
Completed Casual Hire Screening Committee Review Grid	<input type="checkbox"/>
Recommendation to Fill Memorandum	
Forms to Submit once the hired candidate is approved	
Form 20 (to hire a candidate)	<input type="checkbox"/>

Workflow

1. PD
2. C2F Form
3. Form 20



Notification for Job Advertisement

Supervisor, POC

2023-01234 - Administrative Support Specialist (Casual Hire)

Hello there,

The job 2023-01234 - Administrative Support Specialist (Casual Hire) has been posted on the website and is now open to receive applications. The link to the job: <https://www.schooljobs.com/careers/hawaii.edu/jobs/4193734/administrative-support-specialist-casual-hire?pagetype=jobOpportunitiesJobs>. Feel free to share this link to any potential applicant that you think might be interested.

Note: if you find any discrepancies in the advertisement please respond to this email to correct those errors within 24 hours of the job posting.

The job will be closed on 12/04/2023 at 11:59 pm and all the applicants will be sent to the screening committee. *Who will be on the screening committee?*

What happens next?

- HR will receive the applications until the closing date mentioned above and will send the applications to the screening committee for their review.
- Screening Committee:
 - Begin the review process once you receive the applications via NeoGov. Review is completed with a simple pass/fail rating. Refer to the [Screening Committee Review Guide](#).
 - Proceed to schedule the interview for the qualified candidates.
 - Evaluate all the applicants and [complete the screening grid](#).
 - Complete the [Recommendation to Fill Casual Position](#)
 - Offer the job to the selectee
 - Notify HR that the process is completed so HR can send the applications to Hiring Department Contact Person (or Department Secretary)

More information can be found at <https://www.kapiolani.hawaii.edu/faculty-staff/human-resources/casual-hires/>. Should you have any questions, email me!

Establishing A Casual Appointment

Reviewing Applicants

Review Applicants

Once the ad closes, the Screening Committee will review applicants using the **Casual Appointment Screening Grid**.

- It is recommended to have at least 2 members on the committee
 - Ideally it is comprised of hiring manager and working supervisor
- The committee will hold interviews with all applicants who meet the minimum qualifications

Review Applicants

Casual Recruitment Screening Grid

Job Requisition # _____

Name of Applicant	Application			Complete		Minimum Qualifications Meets MQs		Interviewed		Selectee
	Completed Applications	Resume	References	Y	N	Y	N	Y	N	

Department sends completed Screening Grid to HR

Review Applicants

Selection Process	Next Step
If selectee accepts the offer	Hiring Manager will send to Administrator <ul style="list-style-type: none">• Screening Grid• Recommendation to Fill Memo Hiring Manager will then submit both to HR once approved
If selectee declines the offer	Refer to the next best candidate
If all viable candidates decline the offer	<ul style="list-style-type: none">• Hiring Manager will still send the completed grid to HR AND• Email HR to indicate either repost the ad for a minimum of 3 workdays OR• Cancel recruitment

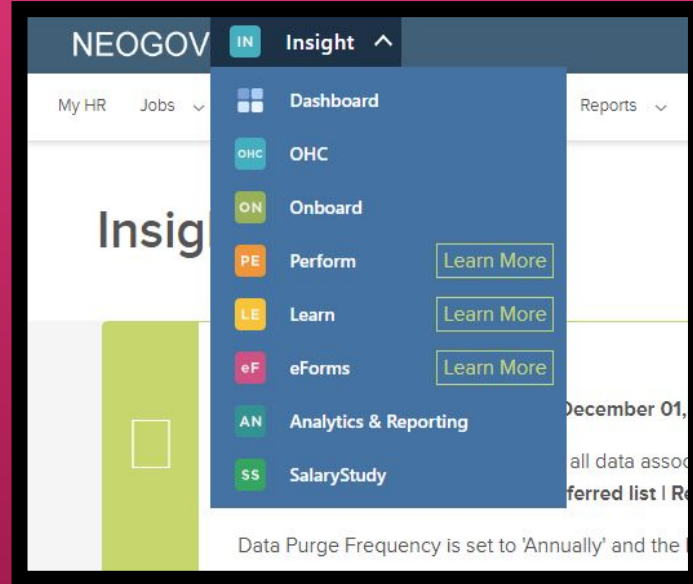


*Let's Practice:
Creating a Requisition*

Creating a Requisition



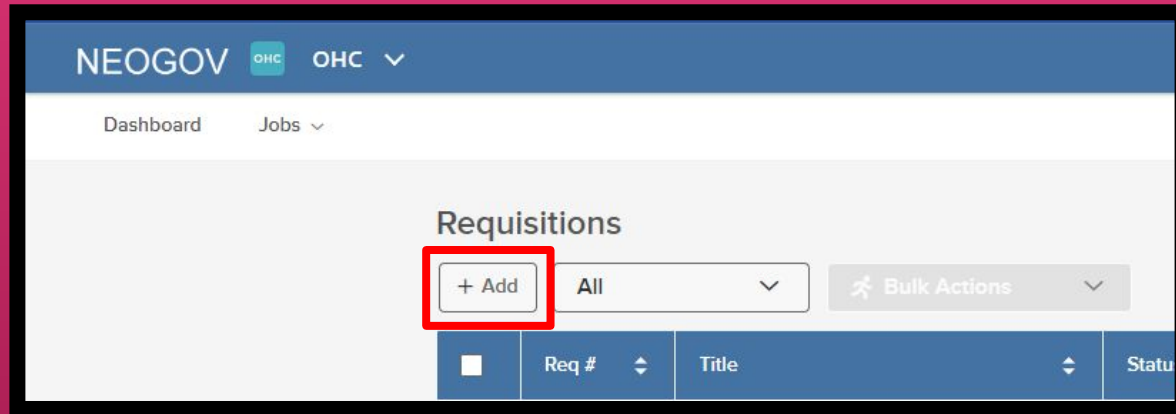
The image shows the login page for NEOGOV. At the top center is the NEOGOV logo. Below it are two input fields: 'Username' and 'Password'. A note below the fields states 'All fields are required'. A blue 'Log In' button is centered below the fields. At the bottom, there are links for 'Forgot your username or password?' and 'Login with SSO'.



The image shows the NEOGOV Insight dashboard. The top navigation bar includes 'NEOGOV', 'IN Insight', 'My HR', 'Jobs', and 'Reports'. A dropdown menu is open, listing several options: 'Dashboard', 'OHC', 'Onboard', 'Perform', 'Learn', 'eForms', 'Analytics & Reporting', and 'SalaryStudy'. Each option has a 'Learn More' link next to it. The background shows a partial view of the dashboard content, including a date 'December 01,' and a note about 'Data Purge Frequency is set to 'Annually''.

Begin by going to login.neogov.com and navigate to OHC. Please have supervisor email kappcchr@hawaii.edu if you do not have access to OHC and include your full legal name, username, and department.

Creating a Requisition



Create Requisition by clicking **+ Add** on the Requisition section, and follow the requisition details on the following slides

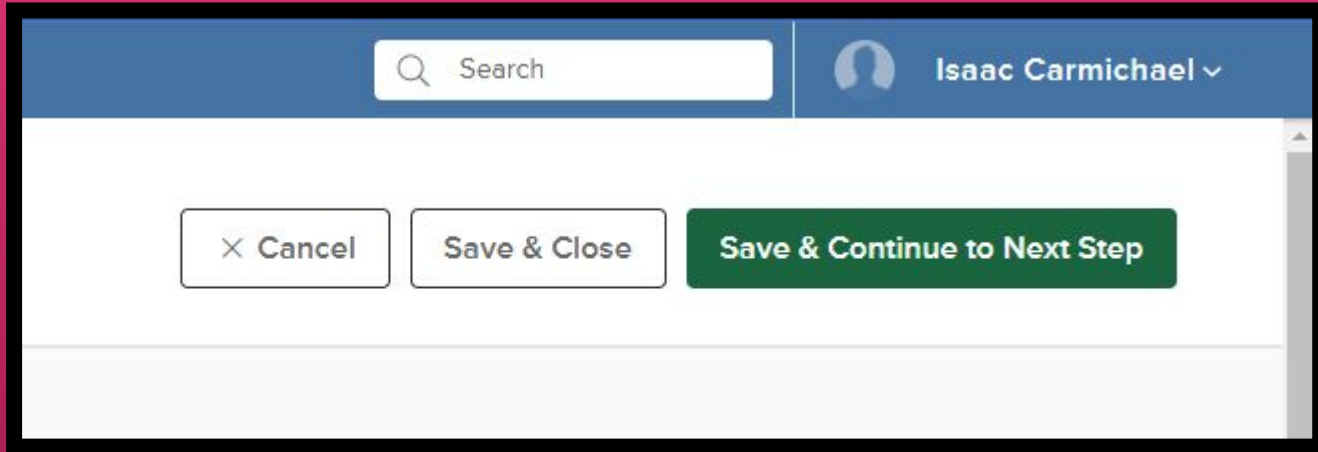
Creating a Requisition

Requisition Requirements	Directions
Requisition #:	<i>[Assigned when requisition is saved]</i>
Department/Division:	<i>Enter Department's Name</i>
Class Spec	<i>Click on magnifying glass and search for "CAS" or "Casual"</i>
Working Title	<i>Enter Working Title of the Job</i>
Desired Start Date	<i>Enter Desired Start Date that you would like the selectee to begin work.</i> <i>[Please consider that the HR department may take 2-3 business days to verify information and the advertisement will be posted for 5 business days.]</i>
Hiring Manager	<i>Enter Department POC and HR staff [Isaac Carmichael (icarmich)]</i>
Job Type	<i>Select appropriate job type from the drop-down menu</i>
List Type	<i>Select "Regular" from the drop-down menu</i>
Position	<i>Leave it blank</i>
Number of Vacancies	<i>Enter the number of vacancies that is approved to be hired for this advertisement</i>

Creating a Requisition

Requisition Requirements	Directions
Enter NTE Date	<i>If applicable, enter the "Not To Exceed" Date</i>
FTE	<i>Enter the FTE in percentage form (e.g. 50%, 75%, etc.)</i>
Is this recruitment a readvertisement?	<i>Select "No"</i>
Is this a waived recruitment?	<i>Select "No"</i>
Select Funding Source	<i>Select appropriate funding source for this job advertisement</i>
Please enter the Position Number by selecting the "+ Add Position Detail" located under the "Position Details" section. Also, select "Yes" for "New Position?".	<i>Click on "Acknowledge"</i>
New Position?	<i>Select "No"</i>
Comment	<i>Enter any relevant information for the HR Department to review. Such as Appointment period for the position, Justification to post the advertisement for less than 5 business days, etc.</i>

Creating a Requisition



Click **Save & Continue to Next Step** on the top right corner.

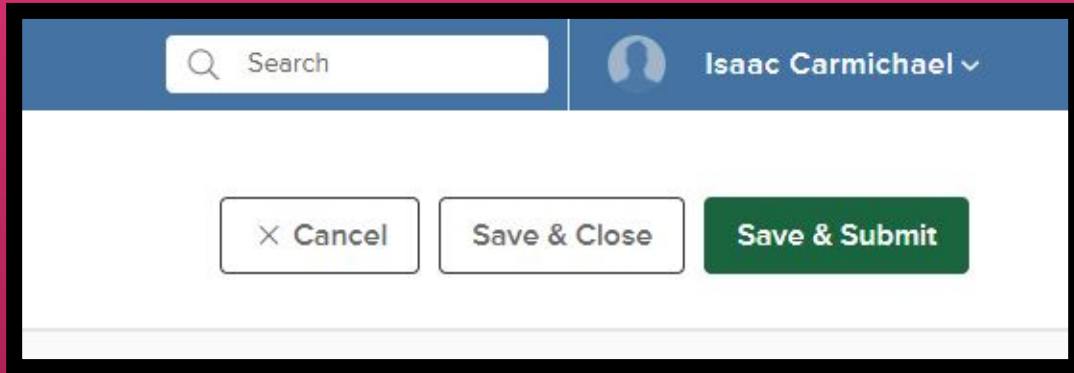
(Leave Approvals blank on the next page and click **Save & Continue to Next Step**)

Creating a Requisition



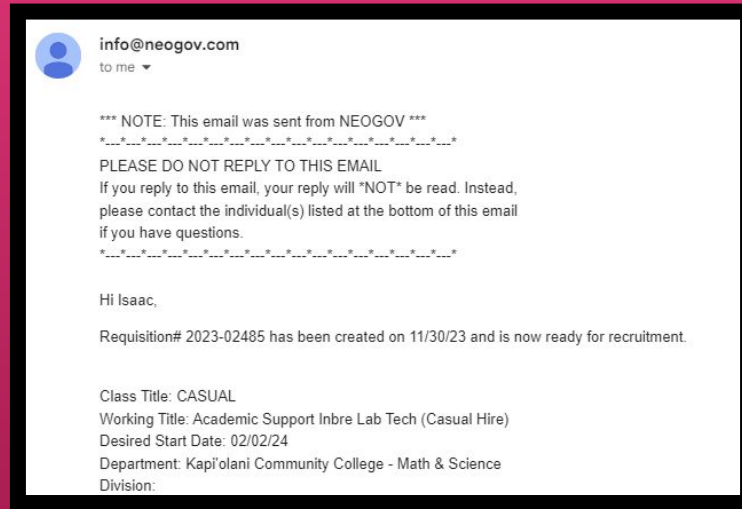
Under **Attachments**, upload Approved Position Description.

Creating a Requisition



Click **Save & Submit** if ready to submit it to HR or **Save & Close** if some information is pending to be completed or approval from the Chancellor is pending.

Creating a Requisition

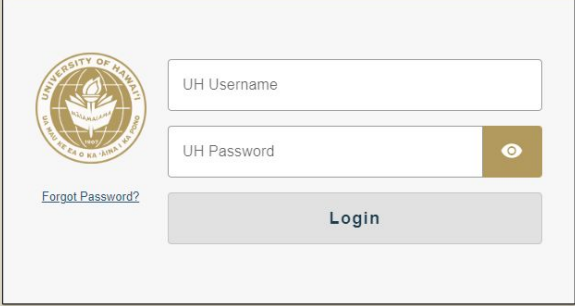


Requisition will be sent to KapCC HR Department and you will be notified via email once it is approved and posted on NeoGov. Please review the requisition and respond to the email within 24 hours if there are any discrepancies.



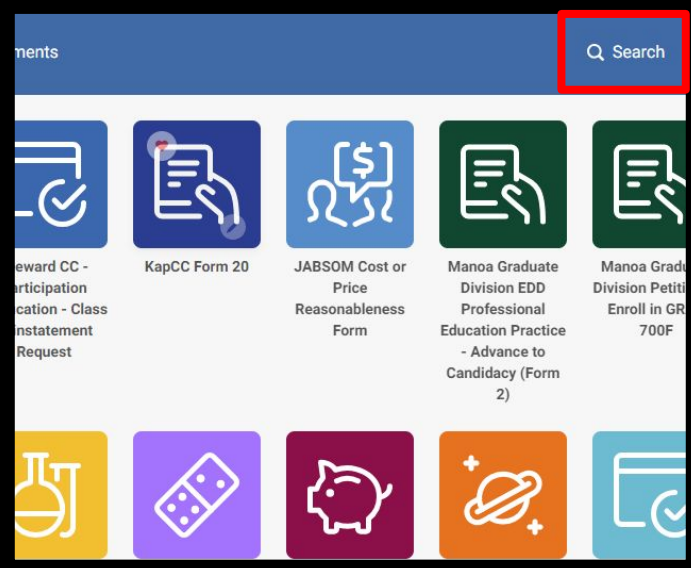
*Let's Practice:
Form 20 to Post Ad*

Form 20 to Post Ad



The image shows the University of Hawaii login page. On the left is the UH logo. To its right are two input fields: "UH Username" and "UH Password" with a toggle eye icon. Below the password field is a "Forgot Password?" link. At the bottom is a "Login" button.

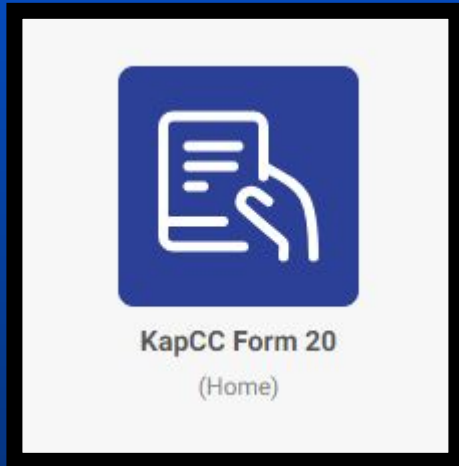
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The image shows the UH home page with a search bar highlighted in red at the top right. Below the search bar is a grid of service icons. The icon for "KapCC Form 20" is highlighted with a blue circle. Other visible icons include "JABSOM Cost or Price Reasonableness Form", "Manoa Graduate Division EDD Professional Education Practice - Advance to Candidacy (Form 2)", and "Manoa Graduate Division Petition Enroll in GR 700F".

Begin by going to [Kuali Build Home Page](#) (UH Login required) and search for **KapCC Form 20**.

Form 20 to Post Ad



4862

Kapi'olani Community College
Form 20
Casual/Lecturer/Overload Appointment

Reference for detailed instructions: <http://go.hawaii.edu/UTu> Last updated on: 9/7/2023

Type of Appointment *	Is this a revised Form 20? *	Reason for Revision * ?	
...	...		

Department Information

Semester *		Warrant Distribution *	
...		...	
Department *	Unit *	Department ID * ?	
Department Contact * ?	Supervisor/Department Chair *	Dean Secretary ?	Dean/Vice Chancellor/Chancellor *
Q	Q	Q	Q
Principal Investigator (if any) ?		Home Department Chair/Supervisor (if any) ?	
Q		Q	

Candidate Information

Locate **KapCC Form 20** and click on it to open the app.
You will be directed to this form. Follow the details to complete the form on the following slides.

Reference Guide For Detailed Instructions

4862

Kapi'olani Community College

Form 20

Casual/Lecturer/Overload Appointment

Reference for detailed instructions: <http://go.hawaii.edu/JTu>

Last updated on: 9/7/2023

Type of Appointment *

Is this a revised Form 20? *

Reason for Revision * ?

Department Information

Form 20 to Post Ad (Reference Guide)

Form 20 Requirements	Directions
Type of Appointment	<i>Casual Hire (To Post Ad on Neogov)</i>
Is This a Revised Form 20?	<i>No [Yes if sent back and include Reason for Revision]</i>
Semester	<i>Select appropriate semester</i>
Warrant Distribution	<i>Select assigned Warrant Distribution Number for position</i>
Department	<i>Select Department</i>
Unit	<i>Select Department Unit</i>
Department ID	<i>Enter Department ID#</i>
Department Contact	<i>Enter and select Department Point of Contact</i>
Supervisor/Department Chair	<i>Enter and select designated Supervisor for the position</i>
Dean Secretary	<i>Enter and select Dean Secretary [if applicable]</i>
Dean/Vice Chancellor/Chancellor	<i>Enter and select Administrative Head</i>

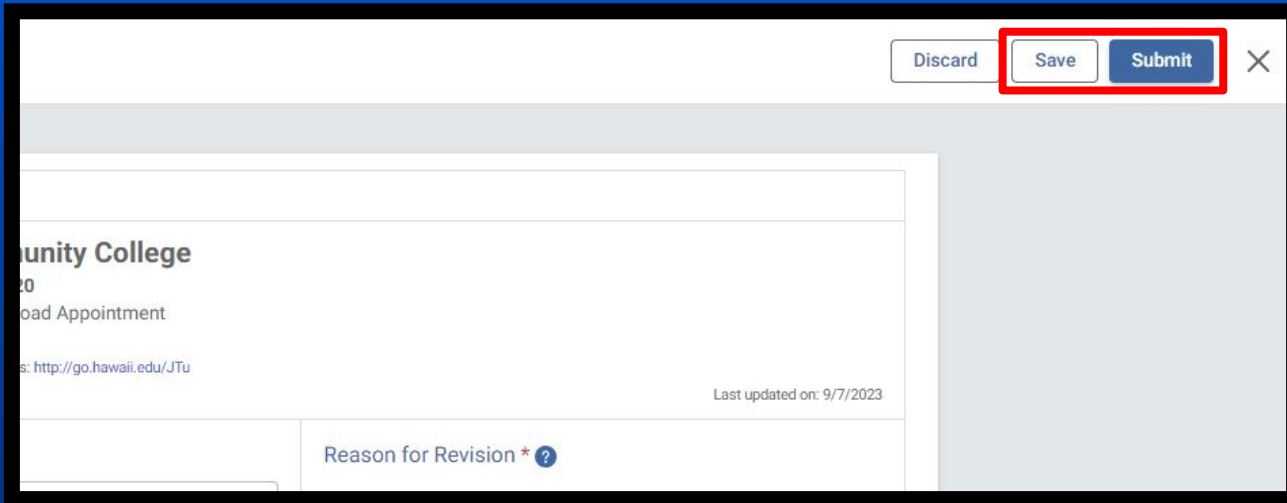
Form 20 to Post Ad (Reference Guide)

Form 20 Requirements	Directions
Principal Investigator	<i>Enter and select Principal Investigator (if applicable)</i> <i>[Only required for appointments with account code beginning with 4, 5, or 6]</i>
Home Department Chair/Supervisor	<i>Enter and select Home Department Chair/Supervisor of employee</i> <i>[Only applicable for Casual Hires with primary appointment outside of department]</i>
Appointment Period From	<i>Select first day of Appointment</i>
Appointment Period To	<i>Select last day of Appointment</i>
Building Name	<i>Select Building Name</i>
Room No.	<i>Select Building Room Number</i>
Account Codes and Percent	<i>Enter Account Code and then Percentage in brackets</i> <i>[Ex. KA123456 (50%) KA345612 (50%)]</i>
NeoGov Ad No.	<i>Enter Exam Plan/Ad number for position generated on NeoGov</i> <i>[Normally year-xxxx - ex. 2023-01234]</i>

Form 20 to Post Ad (Reference Guide)

Form 20 Requirements	Directions
Job Title	<i>Enter Job Title as listed on NeoGov Ad (Must have "Casual Hire)" included on the end)</i>
Ad to Run From	<i>Enter date to post ad</i>
Ad to Run To	<i>Enter date for ad to end</i>
Number of Positions Available	<i>Enter Number of Positions Available</i>
Compensation Type	<i>Choose either Hourly or Flat Fee</i>
How was the pay rate determined?	<i>Enter reason for compensation amount and pay cycle</i>
Memo/Letters/Forms	<i>Select "Request to Fill Approval"</i>
Attachments	<i>Upload signed Request to Fill Approval</i>
Additional Memo/Letters/Forms	<i>Select "Other"</i>
Attachments	<i>Upload Position Description</i>

Form 20 to Post Ad



The image shows a screenshot of a web form interface. At the top right, there are three buttons: "Discard", "Save", and "Submit". The "Save" and "Submit" buttons are highlighted with a red rectangular box. Below the buttons, the form content is partially visible, showing the text "Community College", "20", "oad Appointment", and a URL "s: http://go.hawaii.edu/JTu". At the bottom right of the form, it says "Last updated on: 9/7/2023". At the bottom left, there is a field labeled "Reason for Revision * ?".

Once the form has been completed, click "Submit", or "Save" if not ready

Form 20 to Post Ad

The Form 20 will be reviewed and signed in the following order:

1. Department Chair/Supervisor
2. (If Applicable) Principal Investigator
3. Dean/Vice Chancellor/Chancellor
4. Fiscal Authority
5. Chancellor
6. HR POC
7. HR Manager

Form 20 to Post Ad

Once the Form 20 is approved by the HR Manager, the ad will be posted to the following sites:

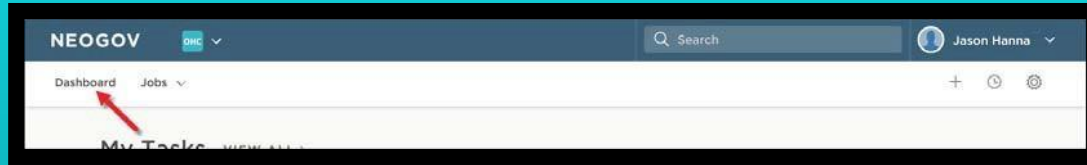
- [WorkAtUH](#)
- [CommunityCollegeJobs](#)
- [InsideHigherEd](#)

The Hiring Manager and Department Point of Contact will be notified via email. Please review the ad and respond to the email within 24 hours if there are any discrepancies



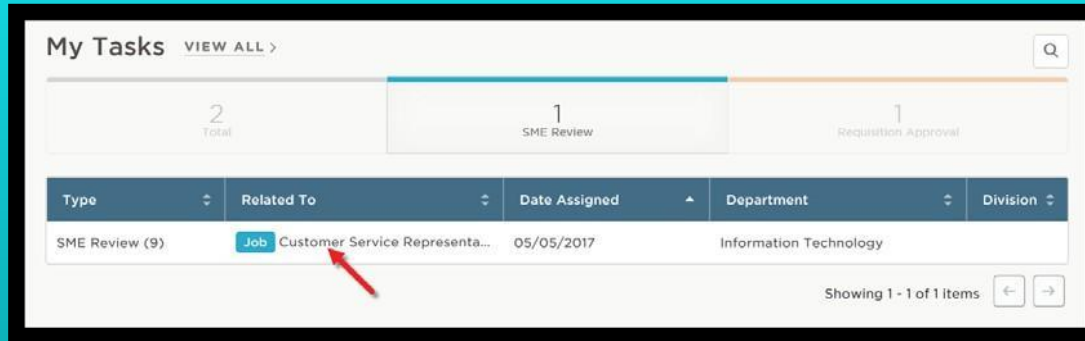
*Let's Practice:
Review Applications*

Review Applications



Begin by going to login.neogov.com or click the link sent via email. Make sure you are on your **Dashboard** page upon logging in.

Review Applications



The screenshot shows a 'My Tasks' dashboard with a search bar and three summary cards: '2 Total', '1 SME Review', and '1 Requisition Approval'. Below is a table with columns: Type, Related To, Date Assigned, Department, and Division. The first row is highlighted in blue and contains the text 'SME Review (9)', 'Job Customer Service Representa...', '05/05/2017', and 'Information Technology'. A red arrow points to the 'Job' link in the 'Related To' column. At the bottom right, it says 'Showing 1 - 1 of 1 Items' with navigation arrows.

Type	Related To	Date Assigned	Department	Division
SME Review (9)	Job Customer Service Representa...	05/05/2017	Information Technology	

From the **My Tasks** section, click the **SME review** pending your review.

Review Applications

SME Review
Customer Service Representative (Job Number : 00005) Complete Review

Exam Plan
Customer Service Representative

At Step
T and E Review

Exam Plan Number
00005

Evaluate On
Pass / Fail

CURRENT STATUS
Review In Progress

RELATED ITEMS
[Job Posting](#)

Candidates Print Search

9 Total | 9 Unreviewed | 0 Reviewed

	Person ID	Candidate Name	Assigned By	Last Reviewer	Last Reviewed
<input type="checkbox"/>	31400911	Carla Newman	Jason Hanna		
<input type="checkbox"/>	31400915	Eva Varner	Jason Hanna		
<input type="checkbox"/>	31400910	Gordon Blackburn	Jason Hanna		
<input type="checkbox"/>	31400912	Julie Ostrom	Jason Hanna		

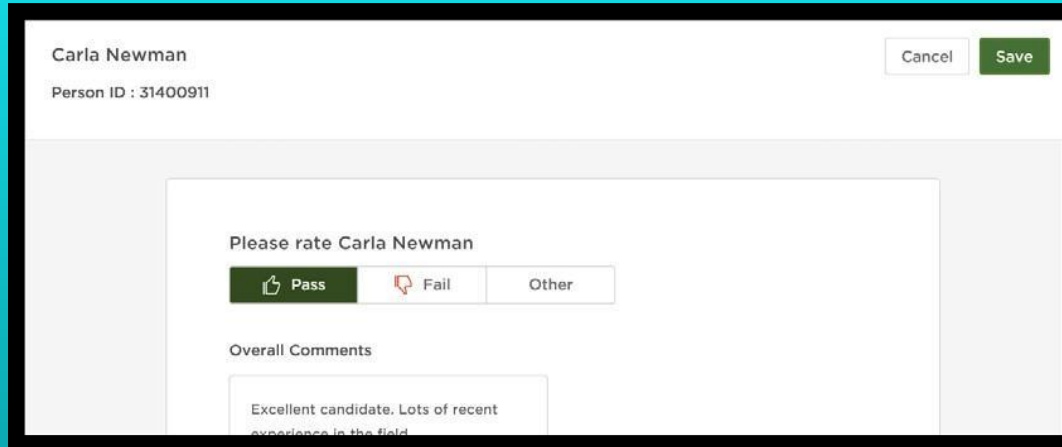
Click the name of the first candidate to be reviewed.

Review Applications

The screenshot shows a web interface for reviewing a candidate's application. At the top, the candidate's name "Carla Newman" is displayed, along with "Person ID: 31400911" and a "NA" status tag. Action buttons for "Next", "Rate", "Print", and "Cancel" are visible. Below this, there are tabs for "Application", "Questions", and "E-References". A "QUICK JUMP..." sidebar on the left lists sections: "General Information", "Work Experience", "Education", "Additional Information", "References", and "Attachments". The main content area is titled "General Information" and displays the candidate's address (123 Main Street, Los Angeles, CA 90001) and email (cnewman@mailprovider.net). It also includes sections for "Notification Preference" (E-mail) and "Preferences" (What shifts are you available to work?).

The application will display contact information, work experience, education and other information. Click the **Questions** tab to review the candidate's answers to agency-wide and job-specific supplemental questions.

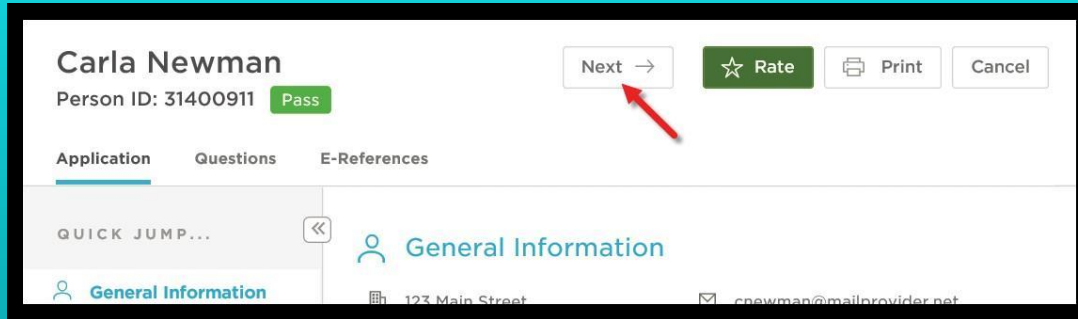
Review Applications



The screenshot shows a user interface for reviewing an application. At the top, the candidate's name "Carla Newman" and "Person ID : 31400911" are displayed. To the right are "Cancel" and "Save" buttons. The main content area is titled "Please rate Carla Newman" and contains three buttons: "Pass" (with a thumbs up icon), "Fail" (with a thumbs down icon), and "Other". Below this is a section for "Overall Comments" with a text input field containing the text "Excellent candidate. Lots of recent experience in the field".

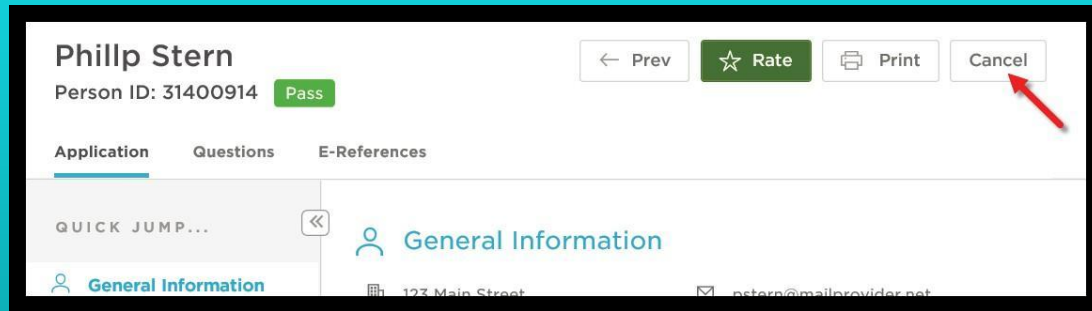
(**FOR HIRING MANAGER ONLY**) Once you're ready to rate the candidate, click **Rate**. You have three ratings in a pass/fail setting: 👍 **Pass**, 👎 **Fail**, and **Other**. Click on of these ratings, enter comments and then click **Save**.

Review Applications



Click **Next** to proceed to the next candidate pending your review

Review Applications



Repeat these rating steps until **Next** no longer displays. Click **Cancel** or click anywhere to the left of the last candidate's application review page.

Review Applications

The screenshot displays the 'SME Review' interface for a 'Customer Service Representative (Job Number : 00005)'. The interface includes a 'Complete Review' button in the top right corner. The main content area shows the 'Exam Plan' as 'Customer Service Representative', the 'At Step' as 'T and E Review', and the 'Exam Plan Number' as '00005'. The 'Evaluate On' section indicates 'Pass / Fail'. Below this, the 'Candidates' section features a progress bar with three segments: 'Total' (9), 'Unreviewed' (0), and 'Reviewed' (9). A table below the progress bar has columns for 'Person ID', 'Candidate Name', 'Assigned By', 'Last Reviewer', and 'Last Reviewed', but it is currently empty, displaying 'No candidates found'. On the right side, the 'CURRENT STATUS' section shows a checked box for 'Review Complete', which is highlighted by a red arrow. Below it, the 'RELATED ITEMS' section includes a link for 'Job Posting'.

Notice you have no unreviewed candidates and your review status is complete.

Review Applications

SME Review
Customer Service Representative (Job Number : 00005)

Exam Plan	At Step	Exam Plan Number
Customer Service Representative	T and E Review	00005

CURRENT STATUS
✓ Review Complete

RELATED ITEMS
Job Posting

Complete Review

Do you want to notify the assigned recruiter and other SMEs that you have completed reviewing all applications?

OK Cancel

Click **Complete Review** and then click **OK** to notify, via email, the assigned HR Specialist and other screening committee members that you have completed your review.

Review Applications

Exam Plan	At Step	Exam Plan Number
Customer Service Representative	T and E Review	00005

Evaluate On
Pass / Fail

CURRENT STATUS
✓ Review Complete

RELATED ITEMS
Job Posting

The date and time of your last completed review notification will display. If additional candidates are sent to you in the future, complete the review, and then click **Complete Review**, to once again notify the assigned HR Specialist and other screening committee members of your completed review.



Part 2 of 2: Hiring a Candidate & Paperwork

Learning Outcomes

The following topics will be covered regarding the Casual Hire process:

1. The Casual Hire Recruitment Process
2. Reviewing Hiring Paperwork
3. Onboarding a Casual Hire
4. How to Handle Changes to the Appointment
5. Offboarding a Casual Hire

Hiring a Casual Employee

Recruitment Process

Recap

We have, so far:

- ✓ Established the position
- ✓ Drafted and posted the advertisement
- ✓ Reviewed the applications

Recruitment Process

Closing Tasks	Why?
Once HR receives the Screening Grid and Recommendation to Fill Memo, the HR POC will “refer” the candidates in NeoGov.	This allows the Department POC to access the application materials to contact the selected candidate(s)*
Department POC sends <u>Regret Letters</u> to the non-selected applicants via NeoGov.	To inform the applicants of their status
Keep copies of the letters with other casual recruitment items in Department for 3 years.	To have a record on file in the event we receive contact from a former applicant

*Please contact the HR POC to notify them if the candidates have not been referred in NeoGov

Hiring a Casual Employee

Hiring Paperwork

Hiring Paperwork

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 Relaves)</i>	N/A
6	Valid Tuberculosis Clearance Certification	<input type="checkbox"/> Yes <i>(Required for New Hire and Relaves with a 12 month break of employment)</i>	<input type="checkbox"/> No <i>(Returning Employees)</i>

Casual Hire Document Checklist ([Click here](#))

Hiring Paperwork

9/7/23, 9:38 AM KapCC Form 20 - Kualii Build

4574

Kapi'olani Community College
Form 20
Casual/Lecturer/Overload Appointment

Reference for detailed instructions: <http://go.hawaii.edu/JTu> Last updated on: 7/5/2022

Type of Appointment * Is this a revised Form 20? * Reason for Revision * ?

Casual Hire (to hire a candi... --- ---

Department Information

Semester * Warrant Distribution *

--- ---

Department * Unit * Department ID * ?

KapCC Form 20


- Form to hire candidate for a given appointment
- Revised Form 20s are submitted to update appointment details

[Form 20](#)
Personnel Action Form (PAF)

Yes

N/A

Hiring Paperwork

EMPLOYMENT APPLICATION		
	UNIVERSITY OF HAWAII 2440 Campus Road, Administrative Services Bldg. #2 Honolulu, Hawaii 96822 http://www.hawaii.edu	Received: [REDACTED] 11:01 AM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
[REDACTED]		
PERSONAL INFORMATION		
POSITION TITLE: [REDACTED]	EXAM ID#: [REDACTED]	
NAME: (Last, First, Middle) [REDACTED]	SOCIAL SECURITY NUMBER: N/A	
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]	EMAIL ADDRESS: [REDACTED]	
HOME PHONE: [REDACTED]		
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
PREFERENCES		
Nothing Entered For This Section		
EDUCATION		
DATES: [REDACTED]	SCHOOL NAME: [REDACTED]	
LOCATION:(City, State/Province) [REDACTED]	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: [REDACTED]

Job Application

- Required to hire candidate
- Copies are kept for records purposes

Job Application	<input type="checkbox"/> Yes (Required for every appointment)	N/A
---------------------------------	---	-----

Hiring Paperwork

Florida International University
Office of the Registrar
11200 SW 8TH St.
Miami, FL 33199

Official Transcript
FICE: 009635

Undergraduate and Graduate Record
Print Date: 2015-09-20
Page 1 of 3

Name: [REDACTED] Student ID: [REDACTED] SSN: [REDACTED] 663 Birthdate: [REDACTED] 07-12 [REDACTED] DocID: [REDACTED]

----- Degrees Awarded -----

Degree : Bachelor of Science
Confer Date : 2002-12-04
Plan : Criminal Justice
Plan : Psychology - Minor

Degree : Master of Public Administration
Confer Date : 2006-04-20
Plan : Public Administration

----- Transfer Credits -----

Transfer Credit from Col Level Exam Prog
Applied toward Health & Urban Aff - Upper Div Program
2000 DPA

Course	Description	Attempted	Earned Grade	Points
ENS 1301	Speech For Stdt II	Accepted	3.00 A	
ENS 1301L	Speech For Stdt II	Accepted	1.00 B	
ENS 1321	English Reading II	Accepted	3.00 B	
ENS 1341	English Writing II	Accepted	3.00 B	
ENS 1341L	Intr Writ Son Sa Lab	Accepted	1.00 B	
ENS 1361	Eng Struc Patterns II	Accepted	3.00 A	
1999 FALL				
Course	Description	Attempted	Earned Grade	Points
CGS 1960	Intro To Micro Comput	Accepted	4.00 B	
DEF 2900	Hum Growth Dev G6	Accepted	3.00 A	
ENC 1102	English Comp II G6	Accepted	3.00 C	
MAF 0604	Col Prep Algebra	Accepted	4.00 F	
1999 SUMR				
Course	Description	Attempted	Earned Grade	Points
ISS 1161	The Individual Soc G1	Accepted	3.00 B	

Official Transcripts

- Official copies are required at time of hiring, though unofficial transcripts are acceptable during the application process
- Transcripts already on file are acceptable for rehiring employees
- ECE credential

Official Transcripts

Yes (Required for all new hires)

No (Returning employees should have a copy on file)

Hiring Paperwork

**University of Hawai'i
Personnel Record**

[RESET FORM](#)
[PRINT FORM](#)

To set-up your UH ID, email account, and place you on payroll, please provide the following:

Name: _____ Gender: _____
(As indicated on SS card) Last First Middle

Other Official Name on File with the State of Hawaii or UH System (if applicable): _____

Address: _____ Phone No.: _____

Personal Email Address (optional): _____ Marital Status: Single Married

Date of Birth: / / Social Security Number: - -
mm dd yyyy

In Case of Emergency

Primary Contact: _____ Relationship: _____

Contact Information: _____ Other Contact Information: _____

Personnel Record Card

- Provides information to HR in order to set up UH ID, email account, and payroll placement
- Serves to update information on file for returning employees


[Personnel Record Card](#)

Yes (Required for New Hire and Rehires)

N/A

Hiring Paperwork

JOSH GREEN, M.D.
GOVERNOR OF HAWAII
KE KIA'ĀINA O KA MOKUA'ĀNA O HAWAII



KENNETH S. FINK, MD, MGA, MPH
DIRECTOR OF HEALTH
KA LANA HI'ŌKELE

STATE OF HAWAII
DEPARTMENT OF HEALTH
KA 'ŌIHANA OLAKINO
P. O. BOX 3378
HONOLULU, HI 96801-3378
August 30, 2023

In reply, please refer to:
File: _____

[Redacted]

This is your certificate of the tuberculosis (TB) examination which attests that you are free of communicable TB at this time. This certificate fulfills TB clearance requirements per Hawaii Administrative Rules Title 11, Chapter 164.2-2, Department of Health.

Negative TB Risk Assessment & Symptom Screen

Negative TB Test

Negative CXR

Valid Tuberculosis Clearance Certification

- States that the employee is free of communicable TB at the time of appointment
- Can be issued by the state or from a health care provider

[Valid Tuberculosis Clearance Certification](#)

Yes (Required for New Hire and Rehires with a 12 month break of employment)

No (Returning Employees)

Hiring Paperwork

ERS-209 (1/2011)
Act 179/SLH 2010 (01 01 2011)

EMPLOYEES' RETIREMENT SYSTEM OF THE STATE OF HAWAII
201 Merchant Street, Suite 1400, Honolulu, Hawaii 96813-2980

CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS FOR EMPLOYMENT OF A RETIRANT

Clear Form

Complete this form if you receive a retirement allowance from the Employees' Retirement System of the State of Hawaii (ERS) and have been or will be hired by the State or a county in a position that is excluded from ERS membership (including labor shortage or difficult-to-fill positions).

This form does not have to be completed if you will be reenrolled as an active member of the ERS. If you are reenrolled as an active member of the ERS, your retirement benefits will be suspended until you retire again.

Check with your employer to find out whether your position is a labor shortage or difficult-to-fill position. Check with the ERS to find out whether your position is excluded from ERS membership. Positions that are excluded from ERS membership include but are not limited to:

- o Short-term or temporary appointments of three months (90 days) or less;
- o Substitute teachers;
- o Positions that are less than 50% full-time equivalent; and
- o Session employees of the legislature.

PART I (TO BE COMPLETED AND SIGNED BY THE RETIRANT)

RETIRANT NAME (LAST, FIRST, M.I.)	SOCIAL SECURITY NUMBER XXX-XX-	DAYTIME PHONE
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ERS-209

Certification Of Compliance With
Requirements For Employment Of A Retirant

Yes (If retiree with ERS)

No (Not retiree with ERS)

ERS-209

- Form for retirees who have received allowance from ERS
- To ensure that the position is excluded from ERS membership

Hiring Paperwork

Certification of State of Hawai'i Employees' Retirement Service (ERS) Membership

Employee Name: _____ Title: _____

Campus/School/Program: _____

1. Have you previously worked half-time (.50 FTE) or more for more than 3 months for the State or County OR as a UH lecturer teaching 7/8 or more semester hours for 4-year/2-year campuses, respectively?

____ Yes (answer questions below)

____ No (skip following questions and sign and date below)

2. Have you been a member of the State Employees' Retirement System (ERS)?

____ Yes ____ No (skip following questions and sign and date below)

3. When did you last start State/County employment? _____ (month/year)

UH Form 107

- States that the employee is currently/has been/is not enrolled in ERS membership

UH Form 107 Certification of State of Hawai'i Employees' Retirement Service (ERS) Membership	<input type="checkbox"/> Yes	N/A
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Hiring Paperwork

UNIVERSITY OF HAWAII
ACT 179 ACKNOWLEDGEMENT FORM
BOR EMPLOYEES
 (Civil Service Employee use form HRD 380)

Name: _____ Job Title: _____
 Campus/School/Program: _____
 Appointment Date: _____ FTE: _____ Pos. No. _____

The Employees' Retirement System of the State of Hawaii is intended to be a qualified retirement plan under Section 401(a) of the Internal Revenue Code (Code). The Code prohibits distribution of retirement benefits prior to an employee's retirement. If a retiree is re-employed without a bona fide separation from State or County service, the retiree may not be considered to be retired for purposes of the Code.
Form ERS-212 on Act 179, SLH 2010 from ERS shall be provided with this acknowledgement form.

After December 31, 2010, an ERS "retirant" (retiree) may not be re-employed in a State or county position which is excluded from ERS membership without suspension of the retirant's benefits unless (1) the ERS retirant has taken a six (6) consecutive calendar month break from State, County or the Research Corporation of the University of Hawaii (RCUH) employment and (2) there was no agreement made prior to the retirant's retirement for the return to work by the retirant. Positions that are excluded from ERS membership include:

- ▶ Short-term or temporary appointments of three months (90 days) or less,
- ▶ Less than 50% FTE (full-time equivalent),
- ▶ Other positions described in section 6-21-14, Hawaii Administrative Rules, or
- ▶ Positions excluded by the ERS Board of Trustees pursuant to Hawaii Revised Statutes ("HRS") section 88-43 or that are specifically described in other sections of HRS chapter 88 (such as HRS section 88-54.2) or in other parts of the HRS (such as HRS section 201B-2).

An ERS retirant may be re-employed in certain positions without suspension of the retirant's benefits if (1) the ERS retirant has taken a twelve (12) consecutive calendar month break from State, County or RCUH employment and (2) there was no agreement made prior to the retirant's retirement for the return to work by the retirant. These positions are

- ▶ Board of Regents (100% full-time equivalent), in which the position is deemed to be Act 179 Labor Shortage Category or Act 179 Difficult-to-Fill as determined by the University President.

EMPLOYEE'S ACKNOWLEDGEMENT

UH Form 109 (ERS Acknowledgment)

- Serves as an acknowledgment that ERS contributions are not to be distributed prior to an employee's retirement

<p> UH Form 109 <i>ERS Act 179 Acknowledgement Form for BOR Employees</i> </p>	<input type="checkbox"/> Yes	N/A
---	------------------------------	-----

Hiring Paperwork

_____ Last Name _____ First

WORK SCHEDULE DISCLOSURE FORM

1. University Commitments: List work commitments to be performed during the next six months.

Campus & Dept.	Appointment Period	Appointment Title (Instr., Lectr., etc.)	Course Number/Title	If Instructional Cr/Contact Days/Times	Contact Person Name/Phone, if known

2. Applications Pending at the University of Hawaii: List applications which are pending at other Till departments/campuses (Example: Lecture Appointment Pending)

Campus	Department/Division	Contact Person (Name/Phone, if known)

3. Outside (Non-University) Work Commitments and Schedule

a) Briefly describe present employment and geographical location

UH Form 22 (Work Schedule Disclosure Form)

- Form to coordinate scheduling between appointments/work obligations
- Required for Casual Hires with multiple Casual and/or non-Casual appointments

UH Form 22 <i>Work Schedule Disclosure Form</i>	<input type="checkbox"/> Yes	N/A
--	------------------------------	-----

Hiring Paperwork

Please return the completed form to your department Personnel Officer. **CONFIDENTIAL**

University of Hawai'i
Employee Self-Identification

The University of Hawai'i complies with recordkeeping requirements under federal and State civil rights laws and regulations. In accordance with these laws, the University invites employees to voluntarily self-identify their gender or sex and race or ethnicity. Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept **confidential** and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations.

Name: _____ UH ID: _____

University of Hawai'i is required to report sex and/or gender data for federal reporting purposes. Please check one of the categories below:

Male Female Intersex

What is your current gender identification? (Optional) _____

To learn more about gender identity and related terms, please visit our Commission on LGBTQ+ Equality website:
<https://www.hawaii.edu/offices/president/lgbtq/terms-definitions/>

Are you Hispanic/Latino? **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central

UH Form 27 (EEO Background Form)

- Self-identification form for the purpose of compliance with federal and state civil rights laws
- Completion of this form is voluntary

<p><u>UH Form 27</u> Equal Employment Opportunity/Affirmative Action Ethnic Background Form</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If previously provided copy to KapCC HR)
---	------------------------------	---

Hiring Paperwork



UNIVERSITY of HAWAII®

Equal Employment Opportunity and Affirmative Action Office

Invitation to Self-Identify Veteran Status and/or Disability

Please participate in this brief survey.

The University of Hawaii is an affirmative action employer, committed to employing and advancing in employment qualified persons with disabilities and qualified protected veterans.

As a federal contractor, we have a responsibility to survey all applicants and employees regarding their veteran and disability status. Your response to this survey is strictly **voluntary**. If you do not complete the survey form, this will in no way adversely affect your employment. As a safeguard, any information you provide will be submitted directly to the campus EEO/AA Officer. The information will be used for federal reporting purposes and will

Invitation to Self Identify Veteran Status and/or Disability

- Employees may voluntarily complete this survey to self-identify their disability and/or veteran status
- Information is used for confidential federal reporting purposes

[EEO/AA Invitation to Identify Disability or Veteran Status](#)



Yes (Optional)

N/A

Hiring Paperwork



Photocopy of Social Security Card

- Used for payroll and identity verification purposes in the hiring process

Photocopy of official Social Security Card

Yes

No *(Previously provided copy)*

Hiring Paperwork

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No 1615-0047
 Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name) First Name (Given Name) Middle Initial (if any) Other Last Names Used (if any)

Address (Street Number and Name) Apt. Number (if any) City or Town State ZIP Code

Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's Email Address Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

1. A citizen of the United States
 2. A noncitizen national of the United States (See instructions.)
 3. A lawful permanent resident (Enter USCIS or A-Number)
 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:
 USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance

Signature of Employee Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the **Preparer and/or Translator Certification** on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	<input type="text"/>		<input type="text"/>		<input type="text"/>
Issuing Authority	<input type="text"/>		<input type="text"/>		<input type="text"/>
Document Number (if any)	<input type="text"/>		<input type="text"/>		<input type="text"/>

Form I-9

- Form used to verify the identity and employment authorization of individuals hired for employment in the United States
- See additional information on next slide

[Form I-9](#)

Yes

N/A

Hiring Paperwork

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
 * Documents extended by the issuing authority are considered unexpired.
 Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		

Form I-9 Acceptable Documents Page

Hiring Paperwork

The Department POC will schedule time to meet with the selected candidate to sign I-9 and complete their **New Hire Checklist** paperwork

When Completing the I-9 Form:		
Original documents are needed for the I-9 form (see page 2 of the <u>I-9 form</u>)	Section 1 of I-9 must be completed and signed no later than their first day of appointment	Employer must complete Section 2 of I-9 within 3 business days of appointment

NOTE: Revised **I-9 Form** now required as of November 1, 2023

Hiring Paperwork

Social Security Administration

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name _____ Employee ID# _____
Employer Name _____ Employer ID# _____

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2013, the maximum monthly reduction in your Social Security benefit as

Form SSA-1945 (Job Not Covered by Social Security)

- Acknowledgment that the Casual appointment does not contribute to Social Security benefits
- This will not affect an employee's pension or Medicare benefits

[Form SSA-1945](#)

Statement Concerning your Employment in a Job Not Covered by Social Security


Yes

N/A

Hiring Paperwork

PTS Deferred Compensation Retirement Plan Enrollment Form

- Enrollment in deferred compensation retirement plan offered to part-time, temporary, and casual employees



STATE OF HAWAII
PTS DEFERRED COMPENSATION RETIREMENT PLAN
for Part-Time, Temporary, and Seasonal/Casual Employees
(Participating Employers include: State of Hawaii and County of Kauai)

ENROLLMENT FORM for the following Employer:
 State of Hawaii County of _____

Please type or print in ink. Complete ALL information. Failure to complete and return this form may delay or prevent receiving your distribution check after you separate from service.

Send your completed form to:
National Benefits Services, LLC, P.O. Box 6980, West Jordan, UT 84084

SECTION I – IDENTIFYING EMPLOYMENT INFORMATION

NAME (LAST, FIRST, MIDDLE INITIAL)				SOCIAL SECURITY NUMBER	DATE OF BIRTH	<input type="checkbox"/> M
ADDRESS				<input type="checkbox"/> F		
				DEPARTMENT		
CITY	STATE	ZIP CODE	HOME PHONE	DIVISION/SCHOOL		
POSITION TITLE(S)						

SECTION II –BENEFICIARY INFORMATION
Primary Beneficiary Information *(Person to whom you wish to leave your money in case of your death.)*

NAME (LAST, FIRST, MIDDLE INITIAL)		RELATIONSHIP	SOCIAL SECURITY #	
ADDRESS	CITY	STATE	ZIP CODE	

PTS Deferred Compensation Retirement Plan Enrollment	<input type="checkbox"/> Yes	N/A
--	------------------------------	-----

Hiring Paperwork

A9.335
Attachment

DISCLOSURE OF THE EMPLOYMENT OF RELATIVES
in the same department/college/office

TO: Chancellor

FROM: _____
Dean/Director/Provost

SUBJECT: Employment of Relatives

I hereby report the appointment/employment of a relative of an employee. The referenced individuals are:

Name of First Employee: _____

Name of Second Employee: _____

A supervisor-subordinate relationship exists/does not exist (*cross out inapplicable phrase*) between the cited employees.

UH Form 88 (Disclosure of the Employment of Relatives)

- Required even in the event that no relatives are employed at KapCC
- Write "N/A" if no relatives are employed at KapCC

[UH Form 88](#)
Disclosure of the Employment of Relatives

Yes

N/A

Paperwork Tracking

Required to initial payroll								
Form 20 (To post ad on Hire-Net)	Form 20 (to hire)	Job Application	Recommendation to Fill / Offer Letter	TB Clearance Certificate	Form I-9	UH Form 107	Personnel Record Card	SSN Card
Received ▾	Received ▾	Received ▾	Received ▾	On-File ▾	Received ▾	N/A ▾	Received ▾	Received ▾
Received ▾	Received ▾	Received ▾	Received ▾	On-File ▾	Received ▾	Received ▾	On-File ▾	On-File ▾
N/A ▾	Received ▾	On-File ▾	N/A ▾	On-File ▾	Received ▾	Received ▾	On-File ▾	Received ▾
Received ▾	Received ▾	Received ▾	Received ▾	On-File ▾	Received ▾	Received ▾	On-File ▾	Received ▾
Received ▾	Received ▾	On-File ▾	Received ▾	Received ▾	Received ▾	Received ▾	On-File ▾	Received ▾
Received ▾	Received ▾	Pending ▾	Received ▾	On-File ▾	On-File ▾	Received ▾	On-File ▾	On-File ▾
Received ▾	Received ▾	Received ▾	Received ▾	Received ▾	Received ▾	Received ▾	On-File ▾	On-File ▾
Received ▾	Received ▾	On-File ▾	Received ▾	Received ▾	Received ▾	Received ▾	Received ▾	Received ▾
N/A ▾	Received ▾	On-File ▾	Received ▾	On-File ▾	Pending ▾	Pending ▾	On-File ▾	On-File ▾

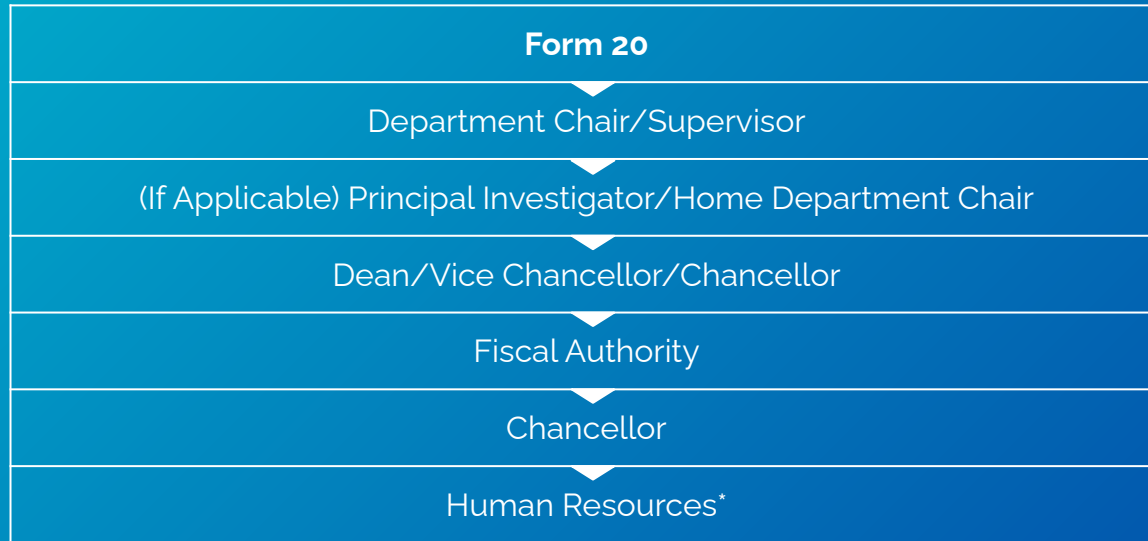
Casual Hire Paperwork Tracking System ([Click here](#))

Hiring a Casual Employee

Onboarding Process

Onboarding Process

Once the Candidate has been selected, the Department POC will complete the **KapCC Form 20** (to hire a candidate) and route for approval:



*PeopleSoft Workflow: PI (If Applicable) > Fiscal Authority > Chancellor

Onboarding Process

Form 6 (Casual & Overload) University Of Hawaii Form 6 Date 09/08/2023

SSN [REDACTED] Empl ID [REDACTED] [REDACTED] Document number [REDACTED]

Pay Class SM Job Data Trans Nbr [REDACTED]

Action/Reason

Rcd No	P/A	Reason Code	Description	Effective Date	Position Number
0	HIR	009	009 HIRE	09/05/2023	CASUAL

Appointments (all)

Rcd No	Position Number	Position Title	FTE	Appointment Period From	To	Compensation Rate	Frequency
0	CASUAL	[REDACTED]	0.475000	09/05/2023	12/31/2023	23.670000	H

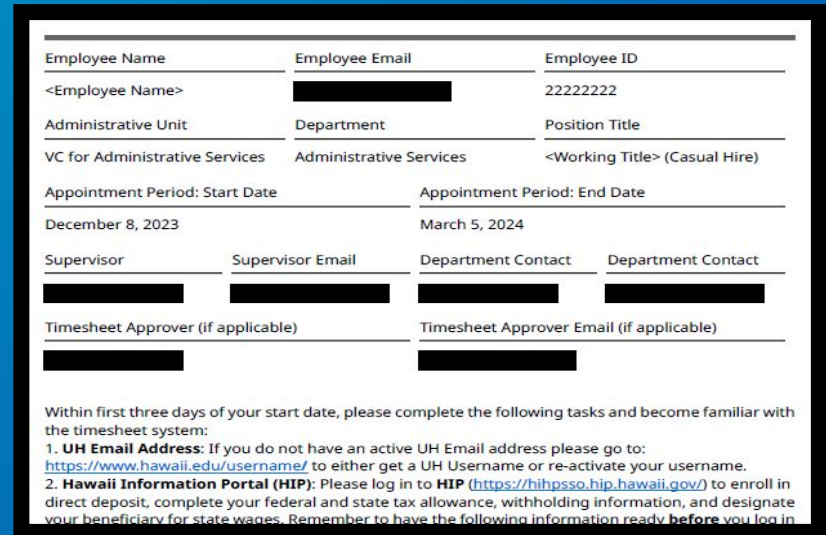
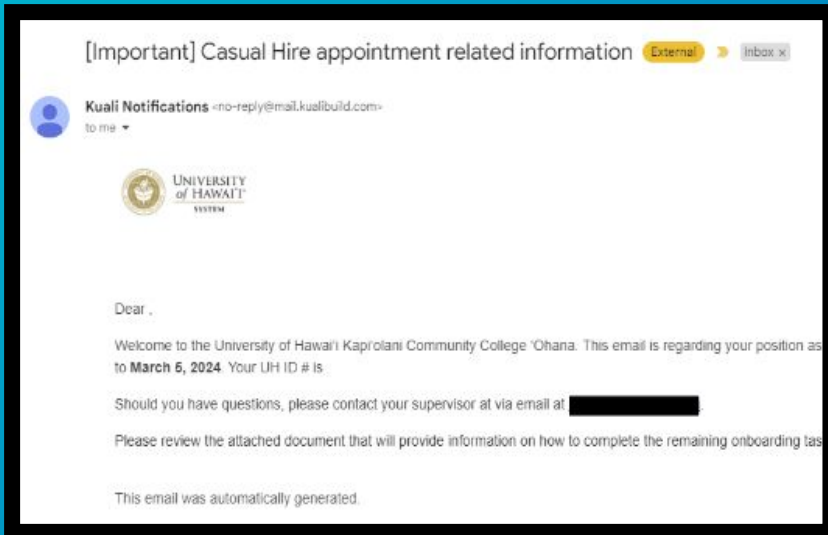
Account Information

Rcd No	Pay Type	Account Code	Distrb %
0	[REDACTED]	[REDACTED]	100.000

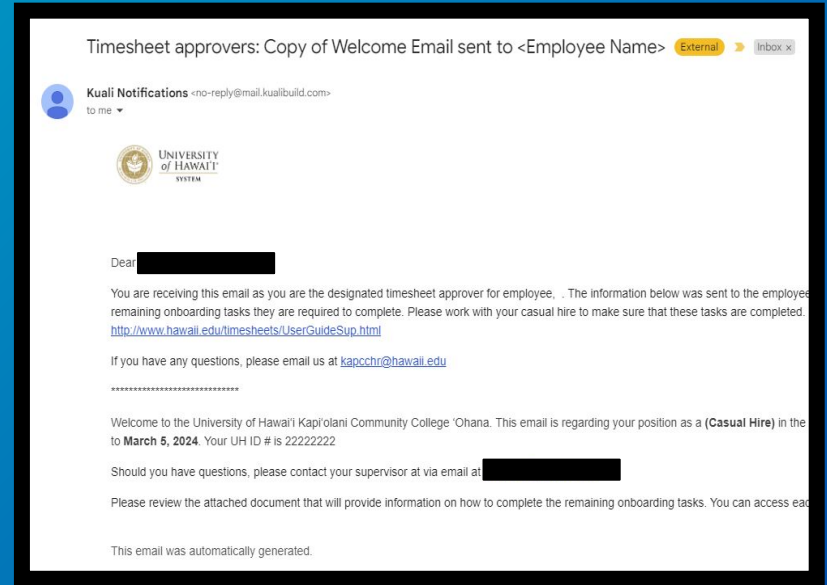
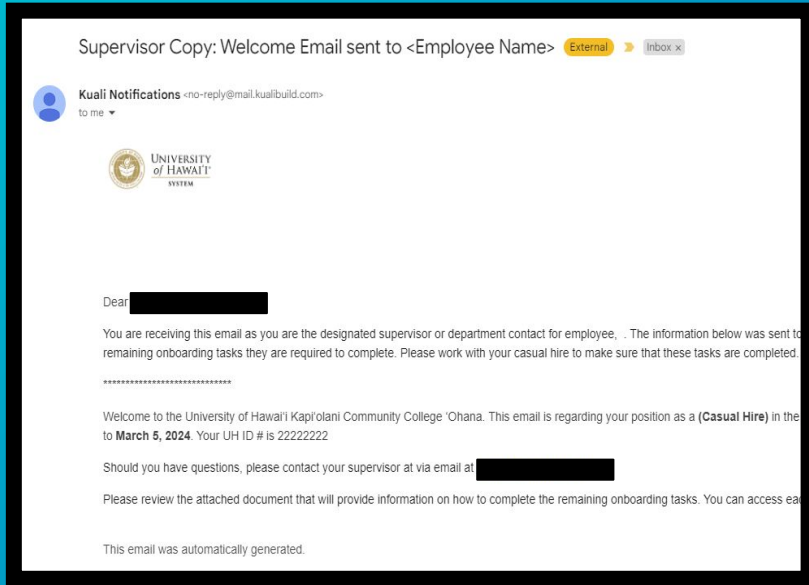
Form 6 is generated following Chancellor's approval and processed by the Business Office

Onboarding Process

Once the Form 6 has been processed, a welcome email will be sent to the employee via Kualii Forms (includes appointment period and items to be completed within 3 days of appointment)



Onboarding Process



Hiring Manager and Timesheet Approver will receive a copy of the email as well

Hiring Paperwork

I understand that as part of my duties and responsibilities as a University of Hawai'i employee or affiliate, I may have access to Protected Data which are data subject to security and privacy considerations (and are classified as Restricted, Sensitive, and Regulated in Executive Policy 2.214). Activities may involve the collecting, managing, sharing, exchanging, using, and/or releasing such data and often may involve personally identifiable information (PII) where a data element, or a combination of data elements, when considered together, would identify an individual. Such data may include, but are not limited to:

- Student and employee contact information (home and mailing address, phone number, email address)
- Demographic data (date of birth, age, ethnicity, etc.)
- Admission and academic records
- Job applicant records (names, transcripts, etc.)
- Employment and payroll records
- Social Security Number

UH Form 92 (General Confidentiality Notice)

- Acknowledgment to maintain a standard of confidentiality when handling restricted, sensitive, and regulated information
- To be completed on ACER

[UH Form 92](#)
General Confidentiality Notice

Yes

N/A

Hiring Paperwork

I have been offered the opportunity to enroll in the medical and prescription drug plans for part-time and temporary employees (e.g. casual hires, 89-day non-civil service, employees at less than 50% FTE or appointment period less than 90 days, or student employees).

I have read the [EUTF memo](#) regarding medical and prescription drug plans offered to State and County employees who are not eligible to enroll in EUTF's medical/prescription drug plans.

I understand participation in the part-time and temporary employees medical and prescription drug plans is voluntary, and if I wish to enroll, I will enroll directly with HMSA or Kaiser. Any questions relating to enrollment, coverage, payments and benefits will be directed to HMSA and/or Kaiser. HMSA and Kaiser contact information is available on the part-time and temporary employees medical and prescription drug plans memo.

Part-Time and Temporary Medical and Prescription Drug Plan Acknowledgment

- Acknowledgment of medical and prescription plan offered for part-time work
- To be completed on ACER
- Enrollment is voluntary

[Part-time and Temporary Medical and Prescription Drug Plan Acknowledgment Form](#)

Yes

N/A

Hiring Paperwork

9/7/23, 9:19 AM UH Conflicts of Interest Disclosure Form - Kualii Build

University of Hawaii Conflicts of Interest Disclosure Form

This form must be completed by all "employees" (defined in [APM 5.504](#), Section II.K.) as required by [EP 12.214](#). Disclosures must be provided at least annually, and updated as required by the UH executive and administrative policies.

Refer to the [User Guide for Employees](#), the [User Guide for Reviewers](#), and [FAQ](#) for more information.

If you have a current disclosure in the rCOI system, you do not need to complete a disclosure here.

Deadline for Employees to Submit: Annually by April 15 (2023 deadline extended to May 15)

If you have questions about conflicts of interest (COI), contact the Office of Research Compliance (ORC) at coi@hawaii.edu. If you encounter technical problems with this form (non-COI questions), submit a ticket to Office of Research Services (ORS) at <http://go.hawaii.edu/eVP>.

Employee Information (Submitter)

Conflict of Interest Disclosure Form

- Disclosure of any potential conflicts of interest an employee may face in their position
- Required annually for all employees

Conflicts of Interest Disclosure form	<input type="checkbox"/> Yes	N/A
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Hiring Paperwork



Beneficiary Designation (HIP)

- Statement of beneficiary for compensation purposes in the event of the employee's death or incapacitation

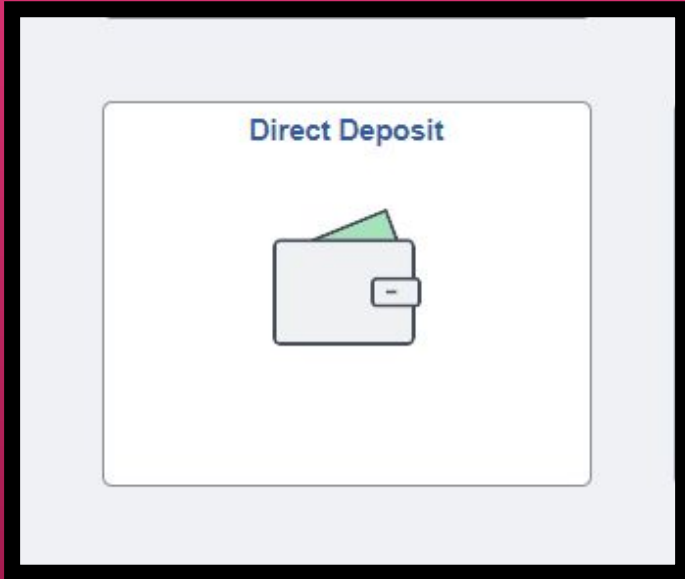
[Hawai'i Information Portal](#)

(Update Beneficiary Designation, Direct Deposit, and Tax Withholding)

Yes

N/A

Hiring Paperwork



Direct Deposit (HIP)

- Input account information for paycheck distribution
- Takes 1-2 pay periods to process any additions and/or changes

[Hawai'i Information Portal](#)

(Update Beneficiary Designation, Direct Deposit, and Tax Withholding)

Yes

N/A

Hiring Paperwork



Tax Withholding (HIP)

- Input personal (and dependent) information for federal and state tax deductions

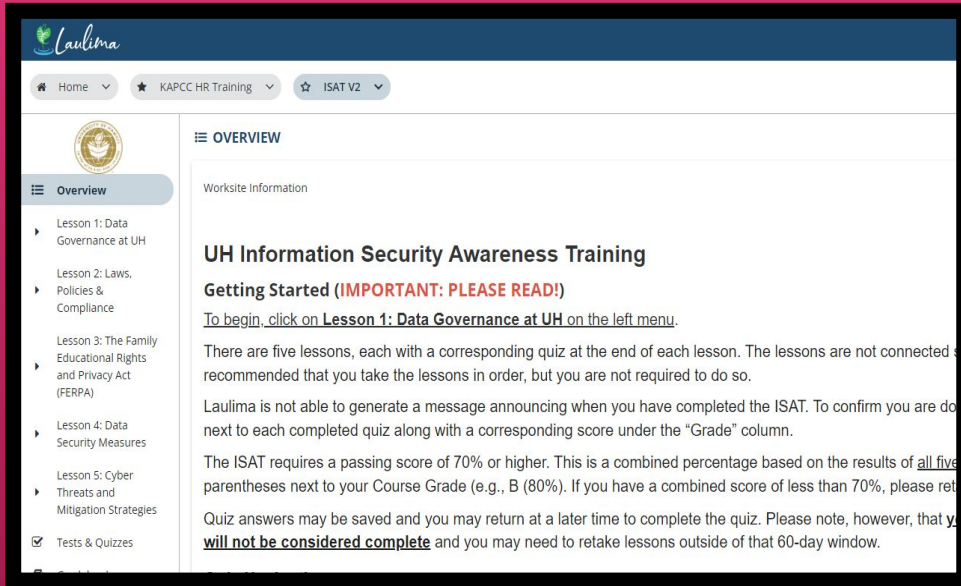
[Hawaii's Information Portal](#)

(Update Beneficiary Designation, Direct Deposit, and Tax Withholding)

Yes

N/A

Hiring Paperwork



The screenshot shows the Lailima training portal interface. At the top, there is a navigation bar with 'Home', 'KAPCC HR Training', and 'ISAT V2' dropdown menus. A left sidebar contains a menu with 'Overview' selected, and sub-items for 'Lesson 1: Data Governance at UH', 'Lesson 2: Laws, Policies & Compliance', 'Lesson 3: The Family Educational Rights and Privacy Act (FERPA)', 'Lesson 4: Data Security Measures', 'Lesson 5: Cyber Threats and Mitigation Strategies', and 'Tests & Quizzes'. The main content area is titled 'OVERVIEW' and 'Worksite Information'. It features the heading 'UH Information Security Awareness Training' and a sub-heading 'Getting Started (IMPORTANT: PLEASE READ!)'. The text explains that there are five lessons, each with a quiz, and that completion is not announced by the system. It also states that a passing score of 70% or higher is required, and that quiz answers can be saved for later completion.

Information Security Awareness Training (ISAT)

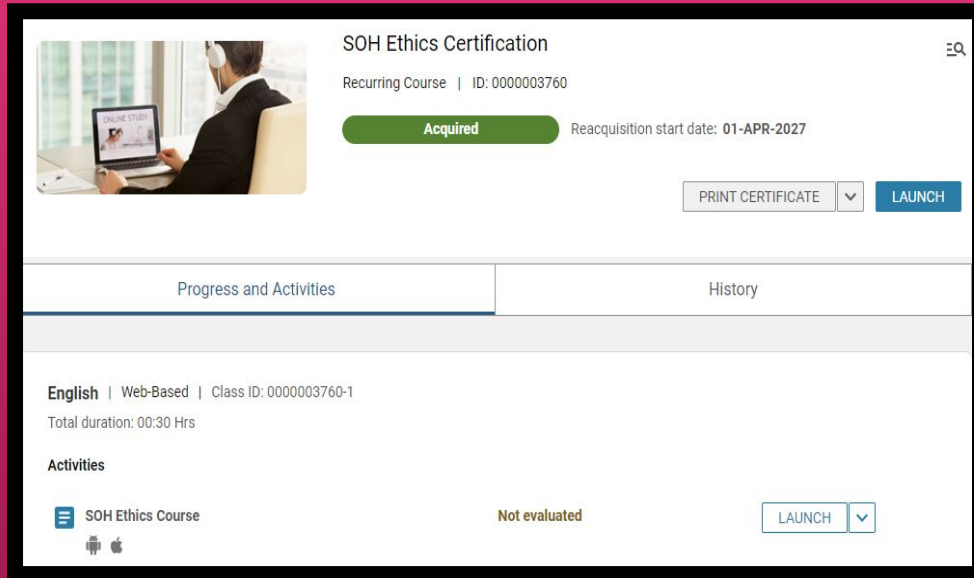
- Required training on managing protected data for all UH employees
- Brings awareness to and reduces the risk of inadvertent exposures or inappropriate disclosures of protected data under the University's stewardship.

[Information Security Awareness Training](#)

Yes (New Hires and Returning Employees – Once every year)

No (Returning employees with previous completion within the last year)

Hiring Paperwork



The screenshot shows a user interface for the 'SOH Ethics Certification' course. At the top left is a photo of a person working on a laptop. To the right, the course title 'SOH Ethics Certification' is displayed with a search icon. Below the title, it says 'Recurring Course | ID: 0000003760'. A green badge indicates the course is 'Acquired', and the 'Reacquisition start date: 01-APR-2027' is shown. There are buttons for 'PRINT CERTIFICATE' and 'LAUNCH'. Below this is a tabbed interface with 'Progress and Activities' selected and 'History' as an alternative. The course details include 'English | Web-Based | Class ID: 0000003760-1' and 'Total duration: 00:30 Hrs'. Under 'Activities', there is a list item 'SOH Ethics Course' with a 'Not evaluated' status and a 'LAUNCH' button. Mobile app icons for Android and Apple are also visible.

State of Hawaii Ethics Training

- Required training reviewing the standards of ethical conduct that all State of Hawaii employees must follow
- Must be completed every 4 years
- Please submit the Certificate of Completion to the HR Office

[State of Hawaii Ethics Training](#)

Yes (New Hires and Returning Employees – Once every four years)

No (Returning Employees with previous completion within the last four years)

Hiring Paperwork

Online Training – Employees

Employee Training FAQs below

Title IX Training

[Click here to access Preventing Harassment & Discrimination for Employees](#)

Athletics staff, volunteers, and other non-UH users will access the training using this link: [Vector Online Training Guest Site](#). Please contact your HR representative, campus [Title IX Coordinator](#), or Administrator for assistance and clarification.

Duration: Approximately 3 hours.

Description: This course prepares faculty and staff to cultivate and maintain a workplace culture resistant to discrimination, harassment and [retaliation](#). Faculty and staff will be equipped with the information and skills that promote intervention, empathy, and allyship. This course includes a section specific to requirements under [Title IX](#) and the [Clery Act](#).

Title IX Training

- Required training to prepare staff and faculty on maintaining a workplace culture resistant to discrimination, harassment, and retaliation
- Includes policy information required under the Education Amendments of 1972
- Please submit the Certificate of Completion to the HR office

[Title IX Training](#)

Yes (New Hires and Returning Employees – Once every year)

No (Returning Employees with previous completion within the last year)

Payroll Deadlines

AFTER-THE-FACT (ATF) PAYROLL - F55, F59, F69, F77, F78, F6N, F6O						
PEOPLESOFT (PS) APPROVAL WORKFLOW DUE DATE FOR CALENDAR YEAR 2022						
PAY PERIOD	PAY DATE	Personnel and Position Management Change Forms submit to HR by 9:00am	EM / APT / CASUAL / OVERLOAD			CIVIL SERVICE D55s, Meals, T/A, LWOP to Payroll by 11:00am & submit to HR by 8:00am
			HR to submit into PeopleSoft by 9:00am	Fiscal Authority Approve in PeopleSoft by 9:00am	Appointing Officer Approve in PeopleSoft by 9:00am	
12/16/22 - 12/31/22	01/20/23	12/16/22	12/19/22	12/27/22	12/28/22	12/29/22
01/01/23 - 01/15/23	02/03/23	01/03/23	01/06/23	01/11/23	01/12/23	01/13/23
01/16/23 - 01/31/23	02/17/23	01/16/23	01/19/23	01/26/23	01/27/23	01/30/23
02/01/23 - 02/15/23	03/03/23	01/30/23	02/02/23	02/08/23	02/09/23	02/10/23
02/16/23 - 02/28/23	03/20/23	02/13/23	02/16/22	02/24/23	02/27/23	02/28/23
03/01/23 - 03/15/23	04/05/23	02/27/23	03/02/23	03/13/23	03/14/23	03/15/23
03/16/23 - 03/31/23	04/20/23	03/13/23	03/16/23	03/28/23	03/29/23	03/30/23
04/01/23 - 04/15/23	05/05/23	03/31/23	04/03/23	04/13/23	04/14/23	04/17/23
04/16/23 - 04/30/23	05/19/23	04/14/23	04/17/23	04/27/23	04/28/23	05/01/23
05/01/23 - 05/15/23	06/05/23	04/28/23	05/01/23	05/11/23	05/12/23	05/15/23
05/16/23 - 05/31/23	06/20/23	05/15/23	05/18/23	05/25/23	05/26/23	05/30/23
06/01/23 - 06/15/23	07/05/23	06/02/23	06/05/23	06/09/23	06/13/23	06/14/23
06/16/23 - 06/30/23	07/20/23	06/16/23	06/19/23	06/27/23	06/27/23	06/29/23
07/01/23 - 07/15/23	08/04/23	06/30/23	07/03/23	07/13/23	07/14/23	07/17/23
07/16/23 - 07/31/23	08/17/23	07/14/23	07/17/23	07/26/23	07/26/23	07/28/23
08/01/23 - 08/15/23	09/05/23	07/31/23	08/03/23	08/10/23	08/11/23	08/14/23

NOTE: Please be aware of Payroll deadlines when submitting new hire/rehire paperwork

Payroll Deadlines

Payroll Deadlines Sample Case

Hire Date	Pay Period	Route Form 20 and Paperwork to HR	Pay Date
12/1/2023	12/1/2023 - 12/15/2023	12/1/2023	1/5/2024

Forms and Timesheets must be submitted to payroll by 11:00 AM on the dates specified

Payroll Deadlines

Pay Period	Employee to Submit Timesheet	Supervisor to Approve Timesheet	Business Office to Process Timesheet	Pay Date
11/01/2023 - 11/15/2023	11/15/2023	11/16/2023	11/17/2023	12/05/2023
11/16/2023 - 11/30/2023	12/1/2023	12/04/2023	12/05/2023	12/20/2023
12/01/2023 - 12/15/2023	12/15/2023	12/18/2023	12/19/2023	01/05/2024

Payroll Deadlines

When can the employee expect to receive the first paycheck?

- Paychecks are generally issued 4 weeks after the first timesheet has been approved and submitted to payroll.

What are the paydays?

- Paydays are on the 5th and 20th of every month; if the payday falls on a weekend or holiday, paychecks will be issued on the working day prior to the 5th or 20th.

How do the employees set up direct deposit for the salary?

- Direct deposit can be set-up on Hawaii Information Portal. It recommended to set-up direct deposit within first five business days.

When are timesheets due?

- Timesheets are due on the 15th and 31st of each month. To view the schedule log in to **TAPS** and go to your “Resources” tab and click on “TAPS Payroll Deadlines”.

Hiring a Casual Employee

Managing Changes & Offboarding

Managing Changes to Appointment

Keep track of the employee's attendance (via TAPS system, if paid hourly), and monitor their performance and work output

Changes To Appointment	Example	How To Address
Appointment Period	Extension from 120 days to 365 days	Notify HR and submit a revised Form 20* with effective date
Pay Rate	Salary update	
Account Code	From KA2234651 to KA2354613	

*Do **NOT** submit a single revised Form 20 for multiple appointment changes

Offboarding

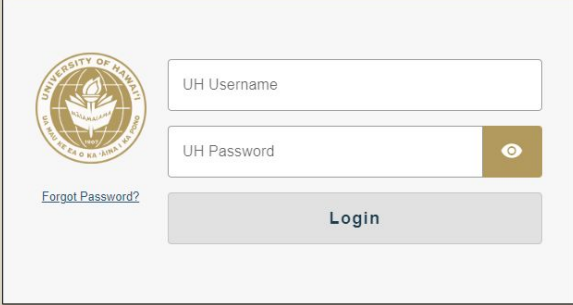
Offboarding Action	Procedure
Resignation	<ul style="list-style-type: none">• Have the employee copy HR when submitting their resignation letter to their supervisor.• Supervisor acknowledges that resignation was received and accepted with signature and date
Termination	<ul style="list-style-type: none">• HR processes the termination through PeopleSoft

NOTE: The employee and/or supervisor may request access to HIP for up to 120 days after termination date.

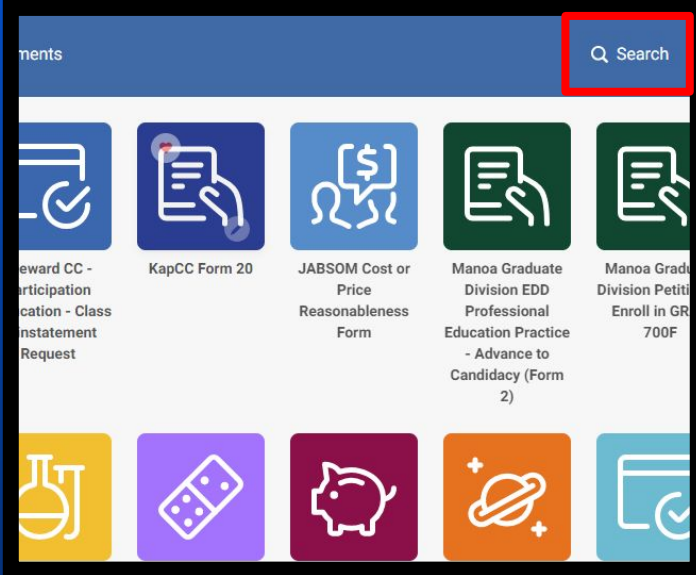


*Let's Practice:
Form 20 to Hire*

Form 20 to Hire



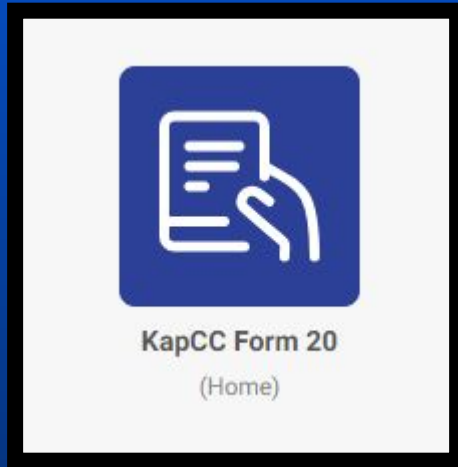
The image shows a login page for the University of Hawaii. On the left is the university's seal. To its right are two input fields: "UH Username" and "UH Password" with a toggle for password visibility. Below the password field is a "Forgot Password?" link. A "Login" button is centered below the fields. At the bottom, a copyright notice reads: "Copyright © 2021 Unauthorized access is prohibited by law in accordance with Chapter 708, Hawaii Revised Statutes; all use is subject to University of Hawaii Executive Policy E2.210".



The image shows the Kuali Build Home Page. At the top right, a search bar is highlighted with a red box and contains the text "Search". Below the search bar is a grid of application tiles. The second tile in the first row is labeled "KapCC Form 20" and features a document icon with a hand cursor. Other visible tiles include "Edward CC - Participation Application - Class Statement Request", "JABSOM Cost or Price Reasonableness Form", "Manoa Graduate Division EDD Professional Education Practice - Advance to Candidacy (Form 2)", and "Manoa Graduate Division Petition Enroll in GR 700F". A second row of icons is partially visible at the bottom.

Begin by going to [Kuali Build Home Page](#) and search for **KapCC Form 20**. Please email kappcchr@hawaii.edu if you do not have access to Kuali Build.

Form 20 to Hire



4862

Kapi'olani Community College
Form 20
Casual/Lecturer/Overload Appointment
Reference for detailed instructions: <http://go.hawaii.edu/JFu>
Last updated on: 9/7/2023

Type of Appointment *	Is this a revised Form 20? *	Reason for Revision * ?	
...	...		

Department Information

Semester *	Warrant Distribution *		
...	...		
Department *	Unit *	Department ID * ?	
Department Contact * ?	Supervisor/Department Chair *	Dean Secretary ?	Dean/Vice Chancellor/Chancellor *
Q	Q	Q	Q
Principal Investigator (if any) ?	Home Department Chair/Supervisor (if any) ?		
Q	Q		

Candidate Information

Locate **KapCC Form 20** and click on it to open the app.
You will be directed to this form. Follow the details to complete the form on the following slides.

Reference Guide For Detailed Instructions

4862

Kapi'olani Community College

Form 20

Casual/Lecturer/Overload Appointment

Reference for detailed instructions: <http://go.hawaii.edu/JTu>

Last updated on: 9/7/2023

Type of Appointment *

Is this a revised Form 20? *

Reason for Revision * ?

Department Information

Form 20 to Hire (Reference Guide)

Type of Appointment	Casual Hire (To Hire a Candidate)
Is This a Revised Form 20?	No [Yes if sent back and include Reason for Revision]
Semester	Select appropriate semester
Warrant Distribution	Select assigned Warrant Distribution for position
Department	Select Department
Unit	Select Department Unit
Department ID	Enter Department ID#
Department Contact	Enter and select Department Point of Contact
Supervisor/Department Chair	Enter and select designated Supervisor for the position
Dean Secretary	Enter and select Dean Secretary if applicable
Dean/Vice Chancellor/Chancellor	Enter and select Administrative Head

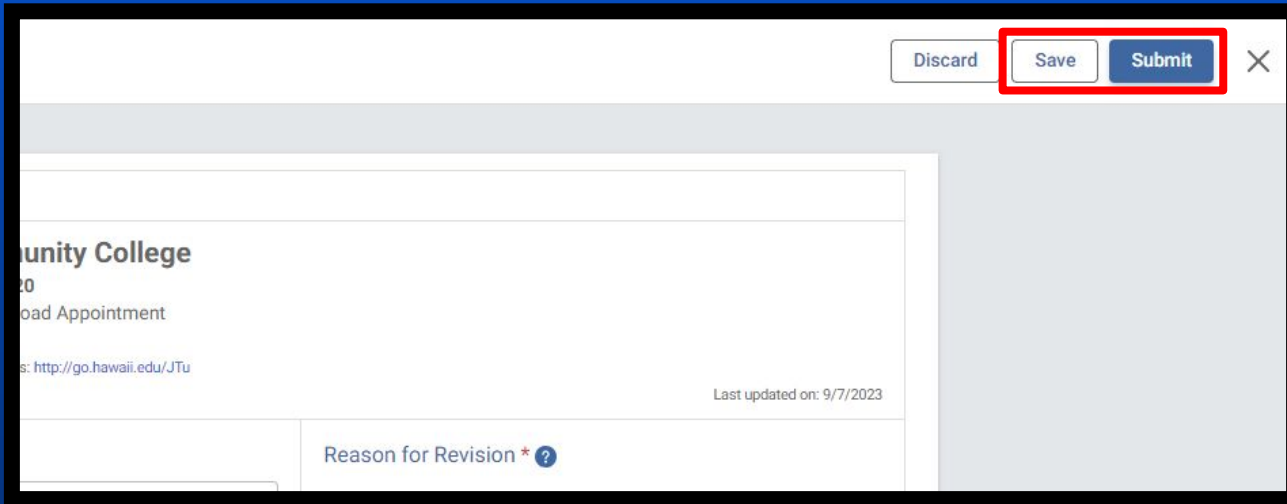
Form 20 to Hire (Reference Guide)

Type of Appointment	Casual Hire (To Hire a Candidate)
Principal Investigator	Enter and select Principal Investigator (if applicable) <i>[Only required for appointments with account code beginning with 4, 5, or 6]</i>
Home Department Chair/Supervisor	Enter and select Home Department Chair/Supervisor of employee <i>[Only applicable for Casual Hires with primary appointment outside of department]</i>
Name	Enter name of selected candidate
Employee ID	Enter UH ID# for selected candidate (not NeoGov Person ID)
Appointment Period From	Select first day of Appointment
Appointment Period To	Select last day of Appointment
Building Name	Select Building Name
Room No.	Select Building Room Number
Account Codes and Percent	Enter Account Code and then Percentage in brackets <i>[Ex. KA223456 (50%) KA345612 (50%)]</i>

Form 20 to Hire (Reference Guide)

Type of Appointment	Casual Hire (To Hire a Candidate)
NeoGov Ad No.	Enter Exam Plan/Ad number for position generated on NeoGov <i>[Normally year-xxxx - ex. 2023-01234]</i>
Job Title	Enter Job Title as listed on NeoGov Ad <i>[Must have "(Casual Hire)" included on the end]</i>
Compensation Type	Choose either Hourly or Flat Fee
How was the pay rate determined?	Enter reason for compensation amount and pay cycle
Memo/Letters/Forms	Select "Offer Letter/Recommendation to Fill"
Attachments	Upload signed Recommendation to Fill Memo
Additional Memo/Letters/Forms	Select "Screening Grid"
Attachments	Upload signed Screening Grid

Form 20 to Hire

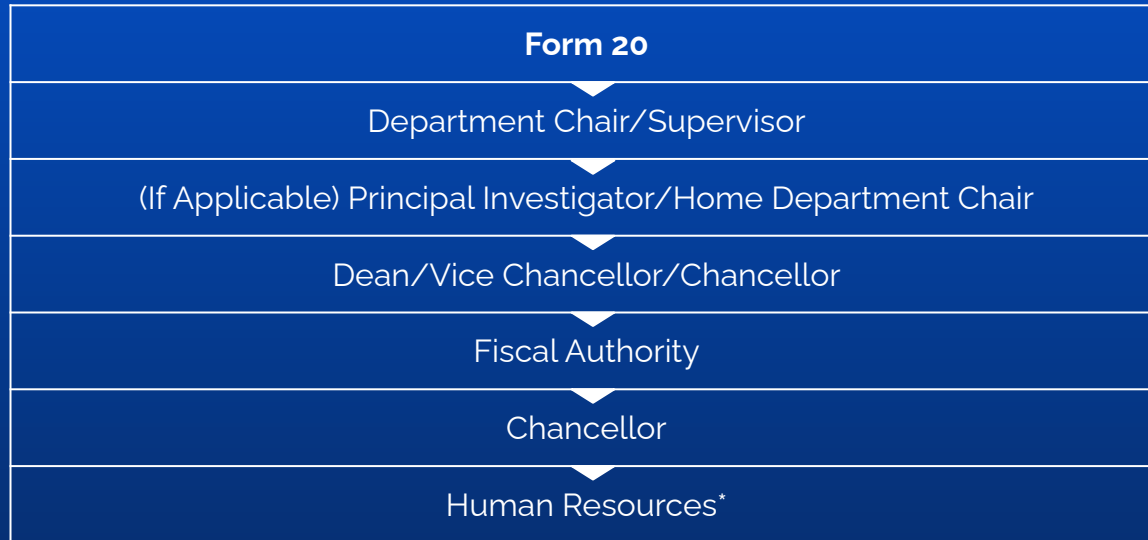


The image shows a screenshot of a web form titled "Form 20 to Hire". The form is displayed in a window with a white background and a grey border. In the top right corner of the window, there are three buttons: "Discard", "Save", and "Submit". The "Save" and "Submit" buttons are highlighted with a red rectangular box. Below the buttons, the form content is partially visible, showing the text "Community College", "20", "oad Appointment", and "s: http://go.hawaii.edu/JTu". At the bottom right of the form, it says "Last updated on: 9/7/2023". Below the form, there is a field labeled "Reason for Revision * ?".

Once the form has been completed, click "Submit", or "Save" if not ready

Form 20 to Hire

The Form 20 will be completed and signed in the following order:



*PeopleSoft Workflow: PI (If Applicable) > Fiscal Authority > Chancellor

Thank you...
ANY QUESTIONS?

Email:

kapcchr@hawaii.edu