

Lecturer Hire Document Checklist

Instructions: The department must complete this checklist for each Lecturer Hire. Submit the Form 20, this checklist, and all required documents to respective HR POC. Deadlines to submit Lecturer Hire documents: Fall Semester: August 10; Spring Semester: December 10; Summer Semester: May 10.

Semester: Fall / Spring / Summer TEs: _____	Lecturer: _____	Department: _____
Forms & Documents (For Department to attach and submit to HR)		
	Required	Not Required
Form 20 <i>Personnel Action Form (PAF)</i>	<input type="checkbox"/> Yes	N/A
Application for Employment	<input type="checkbox"/> Yes <i>(Required for all new hires and returning lecturers who have not taught in last six semesters)</i>	<input type="checkbox"/> No <i>(Not required for returning lecturers who have taught within last six semesters)</i>
Official Transcripts	<input type="checkbox"/> Yes <i>(Required for all new hires)</i>	<input type="checkbox"/> No <i>(Returning lecturers should have a copy on file)</i>
Offer Letter	<input type="checkbox"/> Yes <i>(Required every semester)</i>	N/A
"Initial" Step Placement	<input type="checkbox"/> Yes <i>(Required for New Hire)</i>	<input type="checkbox"/> No <i>(Returning Lecturers)</i>
Establish Employee UH Username and Multi-Factor Authentication (MFA)	<input type="checkbox"/> Yes <i>(Required for New Hire; Online Only)</i>	<input type="checkbox"/> No <i>(Returning Lecturers)</i>
Personnel Record Card	<input type="checkbox"/> Yes <i>(Required for everyone)</i>	N/A
Valid TB Clearance Certification	<input type="checkbox"/> Yes <i>(Required for New Hire and Rehires with 12 month break of employment)</i>	<input type="checkbox"/> No <i>(Returning Lecturers)</i>
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 or retiree continuing as a lecturer from Fall to Spring Semester)</i>
UH Form 107 <i>Certification of State of Hawai'i Employees' Retirement Service (ERS) Membership</i>	<input type="checkbox"/> Yes	N/A
UH Form 109 <i>ERS Act 179 Acknowledgement Form for BOR Employees</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or Year Round Lecturers)</i>
UH Form 22 <i>Work Schedule Disclosure Form</i>	<input type="checkbox"/> Yes	N/A
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>

EEO/AA Invitation to Identify Disability or Veteran Status	<input type="checkbox"/> Yes <i>(Optional)</i>	N/A
Photocopy of Official Social Security Card	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Previously provided copy)</i>
Form I-9	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or Year Round Lecturers)</i>
ERS-1 <i>ERS Membership Enrollment Form</i>	<input type="checkbox"/> Yes <i>(Lecturers with 8 or more TEs)</i>	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or with less than 8 TEs)</i>
ERS Form 1-A <i>ERS Beneficiary Designation</i>	<input type="checkbox"/> Yes <i>(Lecturers with 8 or more TEs)</i>	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or with less than 8 TEs)</i>
EC-1 <i>Health Benefits Enrollment Form</i>	<input type="checkbox"/> Yes <i>(Lecturers with 8 or more TEs)</i>	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or with less than 8 TEs)</i>
Life Insurance Beneficiary Form <i>Securian Life Insurance Beneficiary Designation/Change for Life Insurance</i>	<input type="checkbox"/> Yes <i>(Lecturers with 8 or more TEs)</i>	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or with less than 8 TEs)</i>
Form SSA-1945 <i>Statement Concerning your Employment in a Job Not Covered by Social Security</i>	<input type="checkbox"/> Yes <i>(Lecturers with less than 8 TEs)</i>	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or with 8 or more TEs)</i>
Part-time and Temporary Medical and Prescription Drug Plan Acknowledgment Form	<input type="checkbox"/> Yes <i>(Lecturers with less than 8 TEs)</i>	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or with 8 or more TEs)</i>
PTS Deferred Compensation Retirement Plan Enrollment	<input type="checkbox"/> Yes <i>(Lecturers with less than 8 TEs)</i>	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or with 8 or more TEs)</i>
UH Form 88 <i>Disclosure of the Employment of Relatives</i>	<input type="checkbox"/> Yes	N/A
UH Form 92 <i>General Confidentiality Notice</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or Year Round Lecturers)</i>
Conflicts of Interest Disclosure Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Lecturers continuing from Fall to Spring Semester or Year Round Lecturers)</i>
UH Faculty & Staff Directory Form	<input type="checkbox"/> Yes	N/A
Hawai'i Information Portal <i>(Update Beneficiary Designation, Direct Deposit, and Tax Withholding) Within 2 to 3 Days After Hire Date)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Lecturers continuing into the Spring Semester or Year Round Lecturers)</i>
Information Security Awareness Training	<input type="checkbox"/> Yes <i>(New Hires and Returning Lecturers – Once every year)</i>	<input type="checkbox"/> No <i>(Returning Lecturers with previous completion within the last year)</i>
State of Hawaii Ethics Training	<input type="checkbox"/> Yes <i>(New Hires and Returning Lecturers – Once every four years)</i>	<input type="checkbox"/> No <i>(Returning Lecturers with previous completion within the last four years)</i>
Title IX Training	<input type="checkbox"/> Yes <i>(New Hires and Returning Lecturers – Once every year)</i>	<input type="checkbox"/> No <i>(Returning Lecturers with previous completion within the last year)</i>