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 *Personnel Action Form (PAF)*	☐ Yes	N/A
Application for Employment	☐ Yes (*Required for all new hires and returning lecturers who have not taught in last six semesters)*	☐ No *(Not required for returning lecturers who have taught within last six semesters)*
Official Transcripts	☐ Yes *(Required for all new hires)*	☐ No *(Returning lecturers should have a copy on file)*
Offer Letter	☐ Yes *(Required every semester)*	N/A
"Initial" Step Placement	☐ Yes *(Required for New Hire)*	☐ No *(Returning Lecturers)*
Establish Employee UH Username and Multi-Factor Authentication (MFA)	☐ Yes *(Required for New Hire; Online Only)*	☐ No *(Returning Lecturers)*
Personnel Record Card	☐ Yes *(Required for everyone)*	N/A
Valid TB Clearance Certification	☐ Yes *(Required for New Hire and Rehires with 12 month break of employment)*	☐ No *(Returning Lecturers)*
ERS-209 *Certification Of Compliance With Requirements For Employment Of A Retirant*	☐ Yes *(If retiree with ERS)*	☐ No *(Not retiree with ERS or retiree continuing as a lecturer from Fall to Spring Semester)*
UH Form 107 *Certification of State of Hawai'i Employees' Retirement Service (ERS) Membership*	☐ Yes	N/A
UH Form 109 ERS Act 179 Acknowledgement Form for BOR Employees	☐ Yes	☐ No *(Lecturers continuing from Fall to Spring Semester or Year Round Lecturers)*
UH Form 22 *Work Schedule Disclosure Form*	☐ Yes	N/A
UH Form 27 *Equal Employment Opportunity/Affirmative Action Ethnic Background Form*	☐ Yes	☐ No *(If previously provided copy to KapCC HR)*

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