

Lecturer Hire

Training



*Part 1 of 3: Job Advertisement,
Reviewing Application, and
Offering the Job*

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 Lecturer Hire process:

1. Background on Lecturer Hiring
2. Lecturer Recruitment Process
3. Resources for Lecturer Hiring

NOTE: We will be discussing Hiring Paperwork, Onboarding and Offboarding, and Lecturer Step Updates in the next sessions

Establishing A Lecturer Appointment

What is a Lecturer Hire?

What is a Lecturer Hire?

Lecturers are temporary, part-time employees who are compensated based on the number of Teaching Equivalencies (TEs) assigned to them ([AP 9.560](#))

Lecturers **should not be hired to teach a full instructional load**
equivalent of regular faculty (15 credits/TEs)

Lecturers who are appointed after the start of classes and who do not teach the full course(s) shall receive a **pro-rata share** of the lecturer stipend

Lecturers are **not eligible for tenure** regardless of assigned workload or duration of appointments

Any period of appointment as a lecturer **will not be counted as probationary service**
should a lecturer subsequently be appointed to a regular faculty position

Lecturer Recruitment

Per AP 9.560:

- “Lecturers must be recruited through public announcement ...”
- “Lecturers are considered to be under continuous recruitment. Colleges or programs should recruit at least once before each semester if it is anticipated that additional personnel will be required for addition to the pool of lecturers. No closing date will be specified. Applications may be accepted at any time during the semester.”

Minimum Qualifications

- The Office of the Vice President for Community Colleges (OVPCC) has a set of uniform requirements for all areas of study
 - Generally speaking, the minimum requirement is a Master Degree in the appropriate or related field
 - Alternative eligibility is available for many fields which take into account related work experience as well as rating, license and certificate achievements

Minimum Qualifications

Office of the Vice President for C

Minimum Qualifications Guidelines

[MQ Implementation Guidelines](#)
[Print](#)
[Jump to Vocational Guidelines](#) | [Jump to Footnotes](#)

Liberal Arts Instruction/Academic Support/Student Services

Discipline	Education in Field	Related Work Experience	Rating/License/Certificate
HUMANITIES			
American Studies	Master's		
Art (Applied and Studio)	a) Master's in Art or Fine Art		
	or b) Master recognition by Applied Art Community	b) 10 years	

Location: Kaporian Community College
Date Posted: November 7, 2023
Closing Date: Continuous Recruitment
Salary: Minimum \$1,820 per credit hour; subject to lecturer placement
Schedule: Part Time
Temporary/Permanent: Temporary
Funding: General Funds
Other Conditions: For placement into the lecturer pool beginning Spring 2024. Subject to availability of funds and actual staffing requirements.

Duties and Responsibilities

1. Teach courses in the assigned subject area.
2. Prepare course syllabus and reports related to teaching and student progress.
3. Assess student learning in terms of course competencies and program learning outcomes.
4. Submit self-assessment reports based on student and peer evaluations.
5. Work under the general supervision of the discipline coordinator/division chairperson in integrating teaching efforts with other instructors in the discipline area.
6. Maintain one office hour per week for each class taught (20 minutes per credit per week).
7. Classes may be offered online, evenings, and/or weekends.

Minimum Qualifications

1. Master's degree in Art or Fine Art; **OR**
2. Master recognition by Applied Art Community and 10 years related work experience.

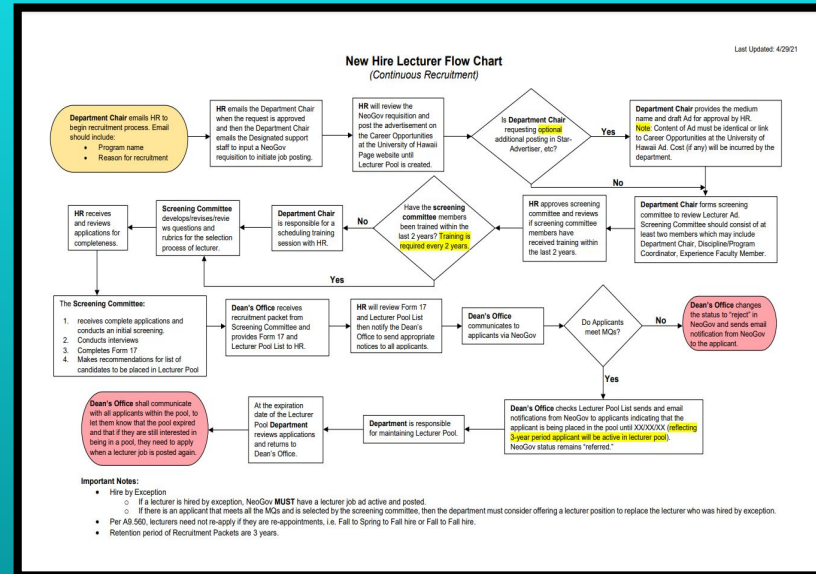
Desirable Qualifications:

1. Teaching experience at the community college level.
2. Demonstrated ability to work with community college students.
3. Work experience related to the course to be taught.
4. Demonstrated ability to communicate effectively and work cooperatively.
5. Familiarity with competency- and outcomes-based instruction.

MQs as indicated in the Job Advertisement are based on the **OVPCC Minimum Qualifications Guidelines**

Establishing A Lecturer Appointment *Recruitment Process*

Lecturer Recruitment Process



Lecturer Hire Flow Chart ([Click here](#))

Lecturer Recruitment Process

Step 1: Department Chair (DC) requests for a Lecturer Advertisement to be posted

Step 2: DC receives email confirmation from KapCC HR that the lecturer advertisement has been posted

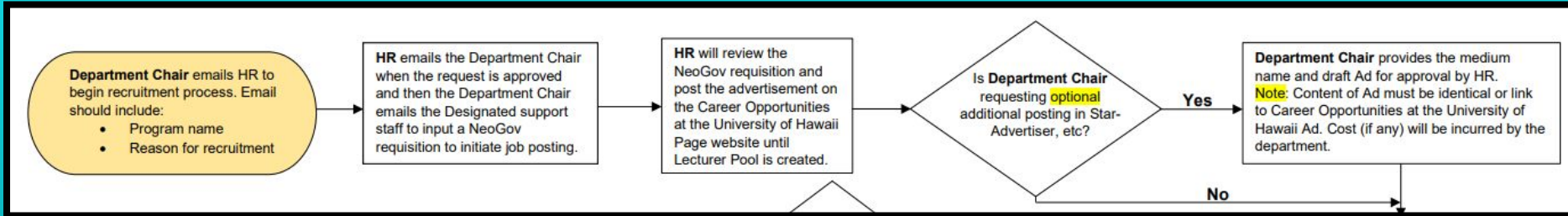
Step 3: DC provides HR the names of the Screening Committee members

Step 4: Screening Committee receives and reviews the applications via NeoGov

Step 5: Department maintains their own Lecturer Pool

Step 6: DC offers the job to the selectee

Lecturer Recruitment Process



Step 1: Department Chair requests for a Lecturer Advertisement to be posted

- Email KapCC HR POC
- Attach the **Position Description**

Position Description/Job Advertisement

Job Description

[Only edit the part that is highlighted]

Working Title: <Working Title>

Position Number: 0002LEC

Hiring Unit: <Hiring Unit>

Location: Kapi'olani Community College

Date Posted: <Date the ad needs to be posted>

Closing Date: Continuous recruitment

Salary: Minimum <Lecturer Step A rate> per credit hour; subject to lecturer placement.

Schedule: Part Time

Temporary/Permanent: Temporary

Funding: General

Other Conditions: For placement into the lecturer pool beginning <Semester and Year>. Subject to availability of funds and actual staffing requirements..

Duties and Responsibilities:

Minimum Qualifications:

Desirable Qualifications:

Generate the Position Description using this **PD Template** ([Click here](#))

Position Description/Job Advertisement

Title: Lecturer CC (ART – History and Theory)
Position Number: 0002LEC
Hiring Unit: Arts & Humanities
Location: Kapi'olani Community College
Date Posted:
Closing Date: Continuous Recruitment
Salary Information: Minimum \$1,820 per credit hour; subject to lecturer placement.
Full Time/Part Time: Part Time
Temporary/Permanent: Temporary
Funding: General Funds
Other Conditions: For placement into lecturer pool beginning Spring 2024. Subject to availability of funds and actual staffing requirements.

Duties and Responsibilities:

1. Teach courses in the assigned subject area;
2. Prepare course syllabus and reports related to teaching and student progress;
3. Assess student learning in terms of course competencies and program learning outcomes;
4. Submit self-assessment reports based on student and peer evaluations;
5. Work under the general supervision of the discipline coordinator/division chairperson in integrating teaching efforts with other instructors in the discipline area;
6. Maintain one office hour per week for each class taught (20 minutes per credit per week).
7. Classes may be offered online, daytime, evenings and/or weekends.

Sample Position Description ([Click here](#))

Position Description/Job Advertisement

Minimum Qualifications:

1. Master's degree in Art or Fine Art; OR
2. Master recognition by Applied Art Community and 10 years related work experience.

Desired Qualifications:

1. Demonstrated ability to work with community college students;
2. College-level teaching experience (at a community college or four-year college);
3. Work experience related to courses being taught;
4. Demonstrated ability to communicate effectively and work cooperatively;
5. Familiarity with competency- and outcomes-based instruction;

Minimum Qualifications are based on prescribed **MQ Guidelines**

Desirable Qualifications can be updated, as appropriate, by hiring departments

Position Description/Job Advertisement

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED (Read the "To Apply" section carefully)

To Apply:

Click on the "Apply" button on the top right corner of the screen to complete an application and attach the required documents. In addition to the Application, applicants must attach the following:

1. A **one- to two-page statement** outlining ways in which you meet the minimum and desirable qualifications;
2. Official graduate and undergraduate transcript(s) showing degree and coursework to date appropriate to the position (**copies of official transcripts are acceptable**; however, original official transcripts will be required at the time of hire.) Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from an agency having membership with the National Association of Credential Evaluation Services, Inc., verifying the degree equivalency to that of an accredited institution within the USA. The expense of the evaluation shall be borne by the applicant.
 - Academic record/grade summaries will **NOT** be accepted.
 - Diplomas and copies will **NOT** be accepted.
3. Optional letters of recommendation.

Incomplete applications will **NOT** be considered.

Per the job advertisement, an application is marked complete if the following are both attached to the application:

1.) One- to two-page statement

2.) Copies of official transcripts

- Course-by-course analysis required for international transcripts

Lecturer Recruitment Process

From: Maria Gamboa <mcag@hawaii.edu>
Date: Fri, Dec 15, 2023 at 12:09 PM
Subject: Re: Message From NEOGOV Insight: Requisition Ready For Recruitment.
To: [REDACTED]
Cc: [REDACTED]

Aloha [REDACTED]

The job 2023-[REDACTED] Lecturer, CC ([REDACTED]) has been posted on the website and is now open to receive applications. The link to the job is <https://www.schooljobs.com/careers/hawaiiedu/jobs/4313339/lecturer-cc-education>. Feel free to share this link with 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.

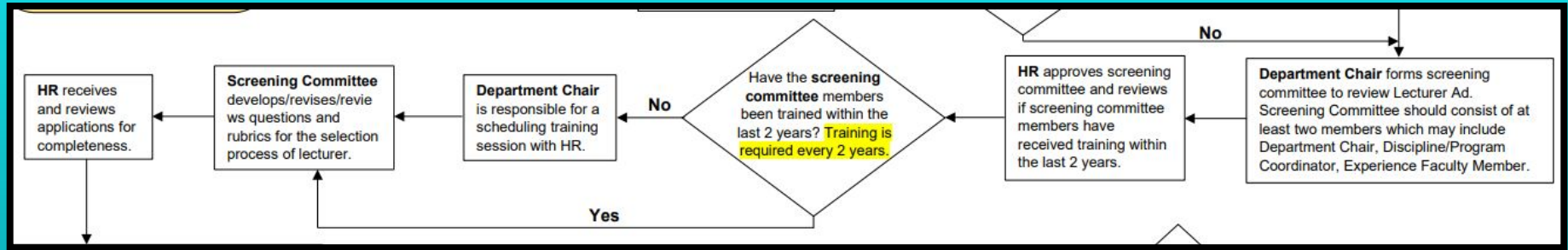
The job will be Continuous until the semester ends and all the applicants will be periodically sent to the screening committee. **QUESTION: Who will be on the screening committee?**

What happens next?

- HR will receive the applications and will periodically send the applications to the screening committee for their review.
- Screening Committee:
 - Send a copy of interview questions to your HR point of contact (*optional*)
 - Required to make sure the applications are complete and then begin the review process.
 - Evaluate all the applications you have received and complete [Form 17](#).
 - Proceed to schedule the interview with the qualified candidates
 - Complete the [Lecturer Pool List](#) to add candidates to the pool.
- Department Chair
 - Offer the job
 - Submit the [Form 20](#)

Step 2: Receive email confirmation from KapCC HR that the lecturer advertisement has been posted

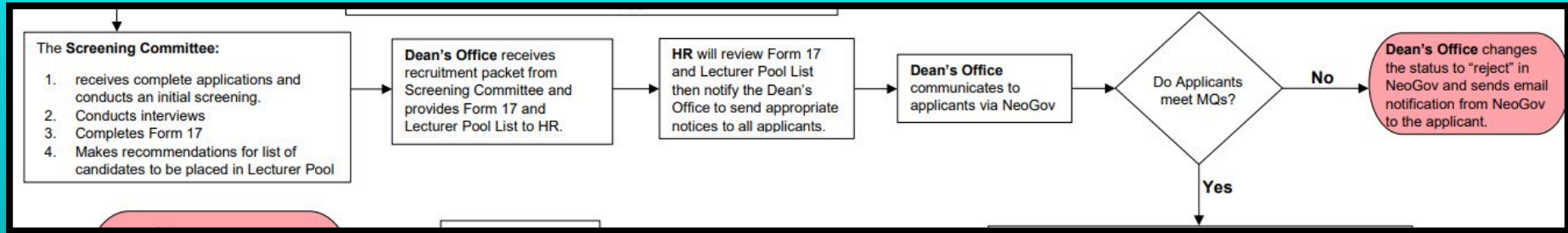
Lecturer Recruitment Process



Step 3: Department Chair provides HR the following information:

- Screening Committee members (minimum 2)
 - Generally comprised of Department Chair and Program Coordinator
 - Have attended screening committee training within the last 2 years
- Interview Questions (optional but recommended)

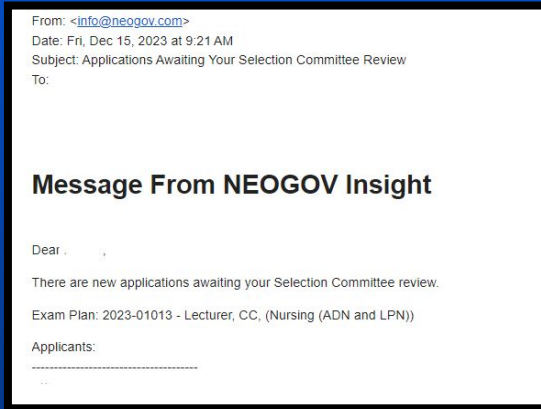
Lecturer Recruitment Process



Step 4: Screening Committee receives and reviews the applications via NeoGov

- Evaluate all the applications received and complete **Form 17**
- Schedule the interview with the qualified candidates (only if they are being hired for the coming semester)
- Complete the **Lecturer Pool List** to add candidates to the pool

Reviewing Lecturer Applications



To review these applications, please go to <https://secure.neogov.com/insight/login.cfm>



Once HR assigns the applications to Screening Committee members, a system generated email will be sent. Use the link provided in the email or log on to **NeoGov**.

Reviewing Lecturer Applications

NEOGOV Dashboard

Jobs

My Tasks VIEW ALL >

2
Total

Type	Related To	Date Assigned
Selection Committee Review (4)	Job Lecturer, CC Nursing (ADN and LPN) (20...	09/12/2022
Selection Committee Review (11)	Job Lecturer, CC, (Nursing (ADN and LPN) (2...	09/07/2023

First Previous 1 Next Last

My Candidates

You do not have any active candid...

Job: Lecturer, CC, (Nursing (ADN and LPN)) (2023-01013)

Job: Lecturer, CC, (Nursing (ADN and LPN))...

Job: Lecturer, CC Nursing (ADN and LPN) ...

Job: Lecturer, CC Nursing (ADN and LPN) (2022-00266)

Job: Lecturer, CC Nursing (ADN and LPN) ...

The **NeoGov Dashboard** page will display. Click on the appropriate recruitment.

Reviewing Lecturer Applications

Selection Committee Review
Lecturer, CC, (Nursing (ADN and LPN)) (Job Number: 2023-01013) Last Completed 12/14/2023 09:33 AM

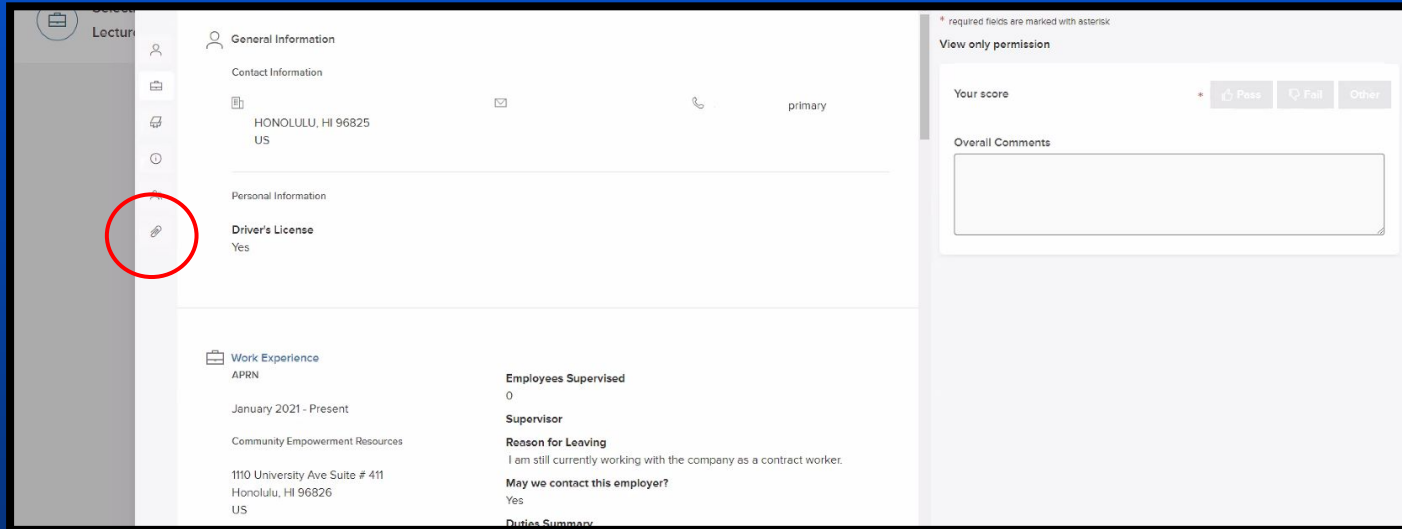
Exam Plan: Lecturer, CC, (Nursing (ADN and LPN))
At Step: Applicant Review
Exam Plan Number: 2023-01013
Evaluate On: Pass / Fail

Candidates Print Search

11 Total		11 Unreviewed		0 Reviewed	
Person ID	Candidate Name	Application Received	Assigned By	Last Reviewer	Last Reviewed
<input type="checkbox"/>		12/14/2023	Maria Chaterine Gamboa	Jacie Van de Zilver	12/15/2023
<input type="checkbox"/>		11/20/2023	Maria Chaterine Gamboa	Jacie Van de Zilver	11/27/2023
<input type="checkbox"/>		08/22/2023	Maria Chaterine Gamboa	Maria Chaterine Gamboa	08/24/2023
<input type="checkbox"/>		08/22/2023	Maria Chaterine Gamboa	Maria Chaterine Gamboa	12/05/2023
<input type="checkbox"/>		05/19/2023	Maria Chaterine Gamboa	Maria Chaterine Gamboa	05/31/2023

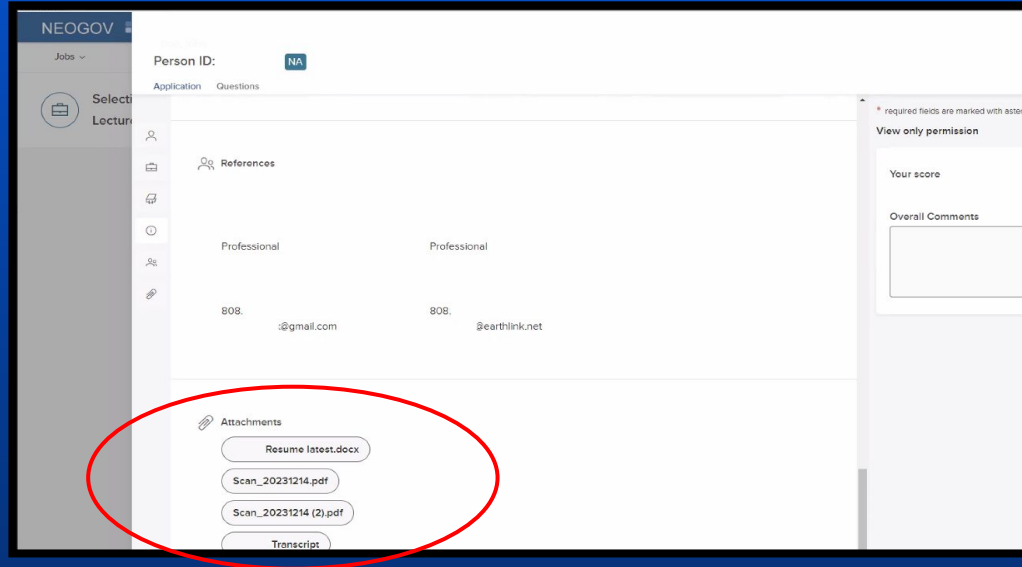
List of Applicants can be viewed upon clicking the appropriate recruitment.

Reviewing Lecturer Applications



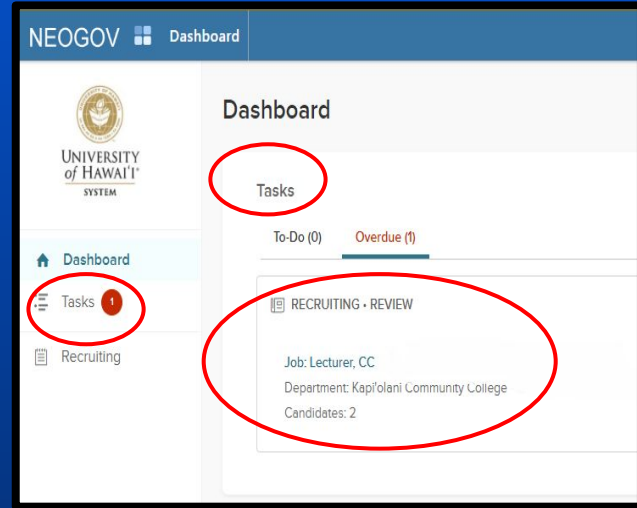
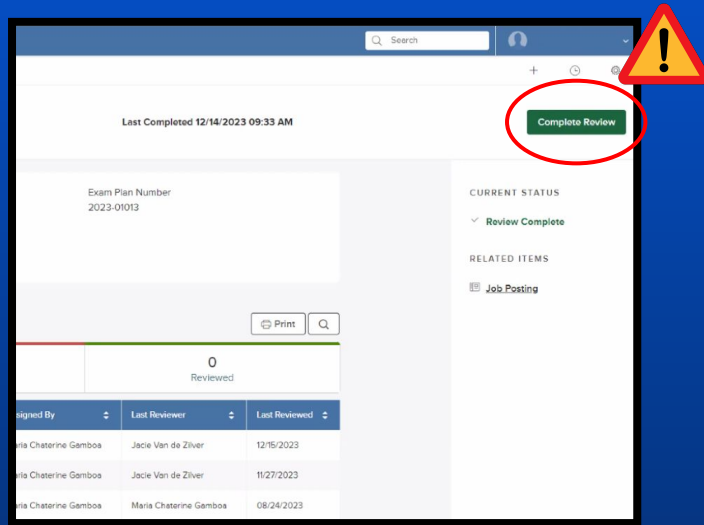
Click on the applicant's name to view the entire application, including the attachments.

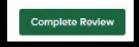
Reviewing Lecturer Applications



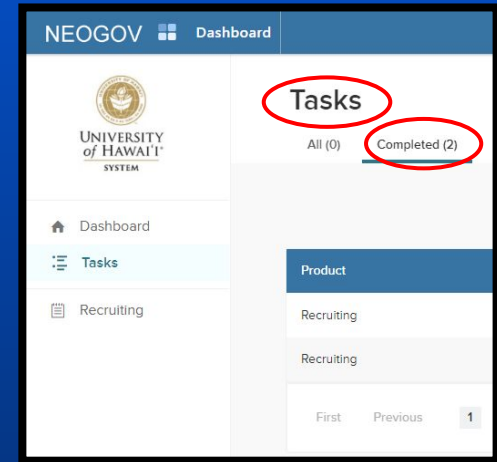
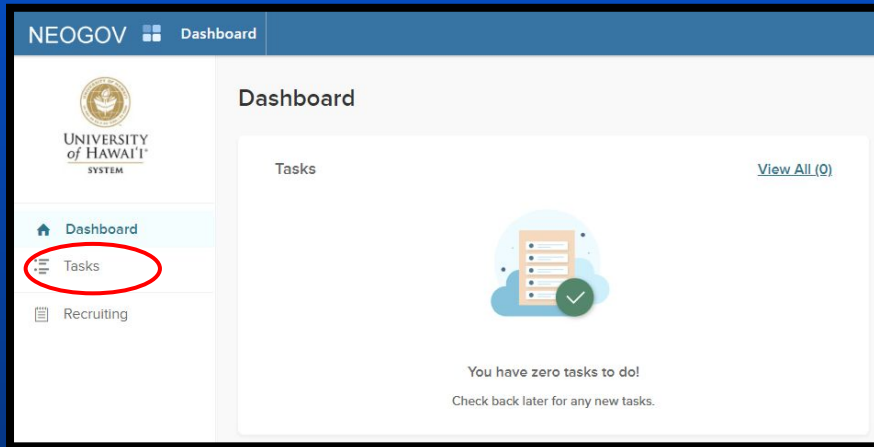
Scroll down to view the application attachments.

Reviewing Lecturer Applications



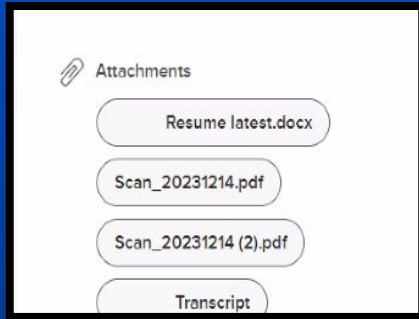
NOTE: DO NOT click  even though all of the applications have been reviewed as this will remove the recruitment under “Tasks” on the other Screening Committee members’ main Dashboard screen.

Reviewing Lecturer Applications

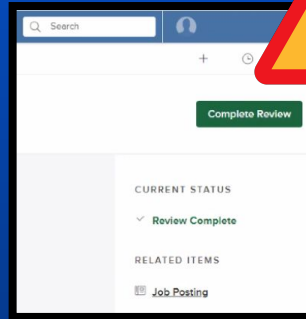


NOTE: In the event that Complete Review is clicked, Screening Committee members can still access the completed applications through clicking on “Tasks” then “Completed” tab under “Tasks”.

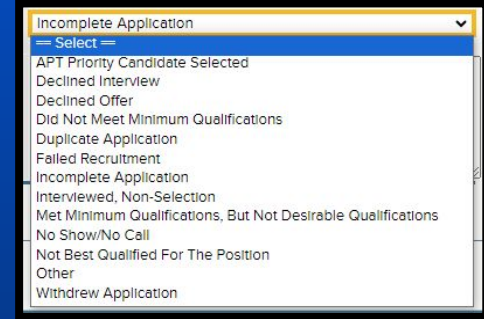
Reviewing Lecturer Applications: Best Practice



Delete any downloaded attachments from your device.



DO NOT click the **Complete Review** button.



DO NOT rate the applications and let HR POC know so that access corrections can be made.

Reviewing Lecturer Applications

Position No. _____ Name of Committee Member _____

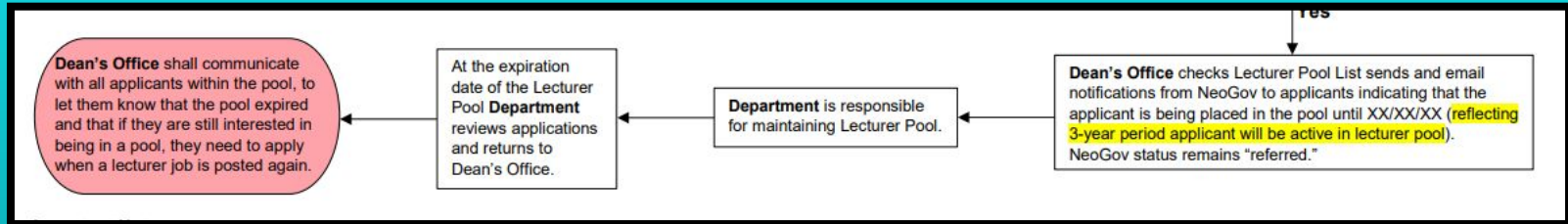
NAMES OF APPLICANTS AND SELECTEE (Additional pages may be added as necessary)	Minimum Qualifications			Desirable Qualifications				DQ Total	Was person interviewed?	Interview Total	Overall Total	For APF - indicate priority status	REASON FOR NON-SELECTION (Include candidates who withdrew and those who declined offers)
	Master's in Dance, OR	Bachelor's in Dance AND 3 years of related work experience, OR	Master recognition by Drama Performance Community AND 10 years of related work experience	Teaching experiences at the community college level.	Demonstrated ability to work with community college students	Work experience related to courses to be taught.	Demonstrated ability to communicate effectively and work cooperatively.						
Doe, John	Y	Y	N	1	1	1	1	4	Y	18	22		
Smith, Jane	N	Y	N	1	1	1	1	4	Y	16	20		Declined Offer (Unavailable for Spring 2024)
Duck, Donald	N	N	Y	1	1	1	1	4	Y	16	20		Withdrew application
Cricketer, Jimmy	N	N	N	0	0	1	1	2	N	N/A	2		Does not meet MQs

The screening committee will review applicants using the **Form 17**.

The committee will hold interviews with all applicants who meet the minimum qualifications.

NOTE: Only one (1) Form 17 is needed to be submitted to HR POC. This form is attached to the signed lecturer pool list document.

Lecturer Recruitment Process



Step 5: Department is responsible for maintaining the Lecturer Pool

Lecturer Pool List

Lecturers are in the pool if they worked as a lecturer in the last three years or six semesters at KapCC.

	Entry Date	Last Date Worked	Expiry Date
Example 1	2024	N/A	2026
Example 2	2021	Fall 2021	Spring 2024

AP 9.560: *"Departments should recruit at least once before each semester if it is anticipated that additional personnel will be required for addition to the pool of lecturers."*

Lecturer Pool List

Lecturer Pool List (LLL) .XLSX

File Edit View Insert Format Data Tools Help

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UNIVERSITY OF HAWAII (KAPI'OLANI COMMUNITY COLLEGE) LECTURER POOL LIST
(Due in HR Office by July 15 and December 1 each year)
Campus: Kapiolani Community College Division: Language, Linguistics, and Literature Department: European Language
Job Title: Lecturer CC

No	Applicant's Name (Last, First, M.I.)	Entry Year	Expiry Year	Step	WD	Year-Round Status
1	[REDACTED]	2021	2023	C	921	Yes
2	[REDACTED]	2021	2023	C	921	Yes
3						
4						

The **HR POC** will add the candidate's information to the lecturer pool list.

Lecturer Application Requirement Chart

	Current Status	Position Type	Campus	Work History	Application Requirement
1	Working	Lecturer	KapCC	-	No application required
2	Working	Lecturer	Any other UH Campus	Worked as lecturer in last three years (or six semesters) at KapCC	No application required
3	Working	Lecturer	Any other UH Campus	Did not work as lecturer in last three years (or six semesters) at KapCC	Application required
4	Not working	-	-	Worked as lecturer in last three years (or six semesters) at KapCC	No application required
5	Not working	-	-	Did not work as lecturer in last three years (or six semesters) at KapCC	Application required
6	Retired	Lecturer	-	Worked as lecturer in last three years (or six semesters) at KapCC	Application required
7	Retired	Lecturer	-	Did not work as lecturer in last three years (or six semesters) at KapCC	Application required
8	Retired	Faculty	-	-	Application required
9	Retired	APT	-	-	Application required

When the Lecturer Pool expires, those applicants still interested would need to re-apply ([Click here](#) for **Lecturer Application Requirement Chart**).

Lecturer Recruitment Process

Step 6: Department Chair offers the job to the selectee

- **Initial Step Placement Form** (only for new hires)
- **Initial Step Placement Letter** (only for new hires)
- **Offer Letter** (required for all hires)

Initial Lecturer Step Placement

**University of Hawai'i Community Colleges
For Lecturers Homebased at Kapi'olani Community College
Initial Lecturer Step Placement Form**

UH ID:

Name:

Last, First, M.I.

Beginning with your present and most recent creditable teaching experience (see attached guidelines and criteria), provide the information requested below. If additional space is required, continue on a separate sheet and attach **Documentation for employment must be attached in order to receive credit.** Documentation must verify the year, semester, course alpha, course number, course title, and credits for each class taught. Examples of acceptable documentation include: official memoranda from the Dean or other academic official, 5Bs or PNFs or Form 6s (both assignment and termination), or any other documentation which verifies the required information. Credit will not be given for a course(s) that has not yet begun.

Period of Employment		Course Alpha	Course Number	Title	# of Sections	Creditable teaching experience - UH System		Non-UH System credits (25 cr. Limit)	
						Credits	Campus	Credits	Institution
Year	Sem/Qtr								

Initial Lecturer Step Placement Form ([Click here](#))

Step Placement

Lecturer step placement is the rate at which a lecturer is paid, per credit or teaching equivalency (TE) and is determined, primarily, by the total number of credits that they have taught as follows:



Lecturer Step Placement Guidelines 1-5

<u>Experience</u>	<u>Credit</u>
1. Teaching at unaccredited institutions	No credit
2. Teaching as lecturer by semester	Credits taught
3. Teaching as lecturer by trimester	Credits taught
4. Teaching as lecturer by quarter	Credits taught converted to Semester credits (quarter credits x 2/3)
5. Teaching at international institutions	Only if institution is U.S. accredited by a regionally accrediting association such as WASC. Credits taught, converted if appropriate.

Lecturer Step Placement Guidelines ([Click here](#))

Lecturer Step Placement Guidelines 6-9

6. Teaching as full-time, academically ranked
(or % FTE) instructor

Credits computed at 15 credits per semester (or % of 15 credits per semester). Converted as above.

7. Non-teaching activities

No credit (except that curriculum development activities are creditable if paid on a credit basis on the official personnel action form)

8. Elementary school teaching

No credit

9. High school teaching

No credit unless hired to teach Developmental Courses (1 year = 25 credits)

Lecturer Step Placement Guidelines ([Click here](#))

Lecturer Step Placement Guidelines 10-14

10. Teaching Assistant/Graduate Assistant (must have full instructional responsibilities*)	Credits taught
11. Volunteer/Adjunct faculty	No credit
12. Non-credit teaching	No credit
13. Ph.D. in subject area of teaching	25 credits
14. Credits taught outside the UH System	25 credits maximum

Lecturer Step Placement Guidelines ([Click here](#))

NOTE: Exceptions on a case-by-case basis can be made for "distinguished" lecturers or to respond to marketplace problems. Such exceptions require approval by the Chancellor.

Initial Lecturer Step Placement Letter

<DATE>

<ADDRESS> and/or <EMAIL>

Lecturer Salary Placement

Dear <LECTURER NAME>,

Effective September 1, 1989, a new Lecturer Salary Placement system was developed as a result of the negotiated collective bargaining agreement. The new system established one generic category of lecturer with three placement steps—Step A, B, or C. In order to implement the system, criteria and procedures were developed. Please read the attachment: Community College Lecturer Placement Criteria / Guidelines to Count Lecturer Credits. Please note that up to a maximum of 25 semester hour credits taught at accredited post-secondary institutions other than the UH system will be allocated toward credit accumulation. For example: if you taught a total of 90 credits at a college or university other than the University of Hawai'i System, only 25 out of those 90 credits will be counted for placement purposes.

Based on a review of your application and supporting documents you submitted for a lectureship appointment at Kapi'olani Community College, we have determined the following:

Home base: **Kapi'olani Community College**
Step Placement for <semester>:

Initial Lecturer Step Placement Letter ([Click here](#))


Class Assignment

"The Employer reserves the right to exercise its judgment in hiring the best qualified applicant for a lectureship; however, where applicants have comparable qualifications, first priority shall be given to Lecturers at level "C" on the fee schedule and second priority shall be given to Lecturers at level "B" of the fee schedule. This priority shall apply only at the institution where the lecturer is home based and only for a total of nine (9) credit hours, if available. Classes assigned to a priority lecturer which are cancelled may be replaced at the option of the Employer..."

Employment Priority	
Lecturer (Step C)	Up to 9 TEs only
Lecturer (Step B)	
Lecturer (Step A)	

Delegation Memo

Office of the Chancellor

 UNIVERSITY of HAWAII
KAPI'OLANI
COMMUNITY COLLEGE

Executive Policy EP 8.200

I, Misaki Takabayashi, hereby delegate to the Dean of Arts & Sciences, Dean of Business, Legal & Technology and Dean of Health Academic Programs, my authority under University of Hawai'i Executive Policy EP 8.200, Policy on Contracts and Signing Authority, to sign the following type(s) of Contracts:

- 2. b. Offer Letters to Lecturers, Casual Hires, Non-Regular Hires

This delegation is limited to Contracts involving a total University expenditure of \$25,000 or less.

This delegation shall remain in effect until revoked by me or my successor.

This authority cannot be further delegated without my written consent.

Misaki
Takabayashi
Misaki Takabayashi
Chancellor

Digitally signed by Misaki
Takabayashi
Date: 2023.09.27 18:14:58 -10'00'

Date

The Delegation Memo indicates that the Dean(s) have been delegated the authority to sign Lecturer Offer Letters

Offer Letter

The department will generate and submit an offer letter to the Dean for signature, which will be sent to the selected candidate (see following templates):

- [Offer Letter – Lecturer Fall/Spring Semester](#)
- [Offer Letter – Lecturer Summer](#)
- [Offer Letter – Lecturer Year Round Appointment](#)

Offer Letter

Template: Lecturer Fall or Spring
(black font = required; blue font = as appropriate for your department)

<Date>

<Name>
<Address>

Dear Mr./Ms. <Name>:

On behalf of the Kapi'olani Community College, <college/school>, I am pleased to formally offer you appointment as a lecturer in the <department or program>, effective <date> through <fall XXXX or spring XXXX semester>. **Please note that this offer is by exception as you do not meet the minimum requirements of the lecturer position in the <department or program>. In cases where there are no lecturer applicants who meet the minimum qualifications, the College is able to select the best candidate among the under-qualified and offer a semester-long appointment by exception.** Your employment is contingent upon course enrollment, funding, and operational considerations. Your appointment will include responsibility for teaching the following course(s):

<CRN>, <course #>, <course title>, <number of credit hours/teaching equivalencies>,
course date/days and time, building/room number

In accordance with the lecturer fee schedule, you will be compensated at Step <X>, which is \$X XXX per credit hour of instruction or equivalent. For payroll purposes, your appointment

Fall/Spring Lecturer Offer Letter Template ([Click here](#))

Offer Letter

Template: Lecturer Summer
(black font = required; blue font = as appropriate for your department)

<Date>

<Name>
<Address>

Dear Mr./Ms. <Name>:

On behalf of the Kapi'olani Community College, <college/school>, I am pleased to formally offer you appointment to a faculty lecturer position within the <department or program>, effective <date> through <1st or 2nd summer session end date, or appropriate end date>.

Please note that this offer is by exception as you do not meet the minimum requirements of the lecturer position in the <department or program>. In cases where there are no lecturer applicants who meet the minimum qualifications, the College is able to select the best candidate among the under-qualified and offer a semester-long appointment by exception. Your employment is contingent upon course enrollment, funding, and operational considerations. Your appointment will include responsibility for teaching the following course(s):

<CRN>, <course #>, <course title>, <number of credit hours/teaching equivalencies>, <course date/days and time, building/room number>

In accordance with the lecturer fee schedule, you will be compensated at Step <X>, which is

Summer Lecturer Offer Letter Template ([Click here](#))

Offer Letter

[Template: Lecturer with Year-Long Appointments
(**black** font = required; **blue** font = as appropriate for your department)]

<Date>

<Name>
<Address>

Dear **Mr./Ms.** <Name>:

On behalf of the Kapi'olani Community College, <college/school>, I am pleased to formally offer you a one year appointment as a lecturer in the <department or program>. Subject to adequate enrollment, funding, and/or operational considerations, you will be assigned a minimum of 8 credit hours/TE for the <fall/spring> semester. You will be notified of future course assignments at a later date. **Please note that this offer is by exception as you do not meet the minimum requirements of the Lecturer position in the <department or program>. In cases where there are no lecturer applicants who meet the minimum qualifications, the College is able to select the best candidate among the under-qualified and offer a semester-long appointment by exception.**

Your appointment period will begin on <date> and will terminate on <date>, unless extended in writing. Please be advised that the University reserves the right to reduce the number of courses you have been assigned to teach or terminate your appointment prior to its expiration because of low enrollment, lack of funding, or poor performance. In accordance with the lecturer fee schedule, you will be compensated at Step <X>, which is **\$X,XXX** per credit hour of instruction or equivalent.

Year-Round Lecturer Offer Letter Template ([Click here](#))

Year-Round Lecturer

Year-Round Lecturer Eligibility		
Minimum TEs Taught	How Many Semesters?	From How Long?
8	AND 8 or more	AND Last 7 years*

***NOTE:** Must be teaching **in the same unit** in the last 7 consecutive year period

Lecturer TE Chart

Employee ID	Name	Job Title (Current Status)	Warrant	Eligible for Year Round Status?	Fall 2023		Spring 2023		Fall 2022	
					Grade	TE's	Grade	TE's	Grade	TE's
	LAST NAME, FIRST NAME	LECTURER, CC, C	933	NO						
	LAST NAME, FIRST NAME	LECTURER, CC, A	933	NO	LC	9	LC	3	LB	6
	LAST NAME, FIRST NAME	LECTURER, CC, A	933	NO						
	LAST NAME, FIRST NAME	LECTURER, CC, C	933	YES	LC	9	LC	9	LC	9
	LAST NAME, FIRST NAME	LECTURER, CC, C	933	YES	LC	12.87	LC	8.58	LC	12.87
	LAST NAME, FIRST NAME	LECTURER, CC, B	933	NO	LC	6	LC	6	LB	6
	LAST NAME, FIRST NAME	LECTURER, CC, A	933	NO			LA	4.29		
	LAST NAME, FIRST NAME	LECTURER, CC, C	933	NO			LC	3	LC	3
	LAST NAME, FIRST NAME	LECTURER, CC, A	933	NO	LA	6.42	LA	3.21	LA	6.28
	LAST NAME, FIRST NAME	LECTURER, CC, A	933	NO						

Use the Lecturer TE Chart to determine who among the department lecturers are eligible for year-round status.

Offer Letter Appointment Periods

Semester	Semester Lecturer Appointment Period
Fall 2023	8/21/2023 (first day of instruction) through Fall 2023
	For payroll purposes, appointment will begin 9/1 and end 1/15
Spring 2024	1/8/2024 (first day of instruction) through Spring 2024
	For payroll purposes, appointment will begin 1/16 and end 5/31

See the [Academic Calendar](#) for reference.

Offer Letter Appointment Periods

Semester	Semester Lecturer Appointment Period
Summer 2024	Session 1: 5/20/2024 (first day of instruction) to 6/28/2024 (last day of instruction)
	Session 2: 7/1/2024 (first day of instruction) to 8/9/2024 (last day of instruction)

See the [Academic Calendar](#) for reference.

Offer Letter Appointment Periods

Year-Round Lecturer Type	Year-Round Lecturer Appointment Period
Continuing (Academic Year to Academic Year)	9/1 to 8/31
Reappointed/New (starting from Fall 2023)	8/21/2023 (first day of instruction) to 8/31/2024
Reappointed/New (starting from Spring 2024)	1/8/2024 (first day of instruction) to 8/31/2024



*Let's Practice:
Completing Form 17*

Completing Form 17

Minimum Qualifications			Desirable Qualifications			
Master's in Dance; OR	Bachelor's in Dance AND 3 years of related work experience; OR	Master recognition by Drama Performance Community AND 10 years of related work experience	Teaching experiences at the community college level.	Demonstrated ability to work with community college students	Work experience related to courses to be taught.	Demonstrated ability to communicate effectively and work cooperatively.
Y	Y	N	2	1	2	1

Download [**Form 17 - Recruitment Selection Form**](#) and complete the form with the advertised position's Minimum Qualifications (MQs) and Desirable Qualifications (DQs).

Completing Form 17

Mf	
NAMES OF APPLICANTS AND SELECTEE (Additional pages may be added as necessary)	
Doe, John	
Smith, Jane	
Duck, Donald	
Cricket, Jiminy	

Add the name(s) of the applicant(s).

Completing Form 17

Minimum Qualifications		
Master's in Dance; OR	Bachelor's in Dance AND 3 years of related work experience; OR	Master recognition by Drama Performance Community AND 10 years of related work experience
Y	Y	N
N	Y	N
N	N	Y
N	N	N

MQs Y = meets MQ
N = does not meet MQ

Evaluate if applicant meets each of the indicated **Minimum Qualifications** (MQs)
(use either Yes (Y) or No (N) for this section).

Completing Form 17

Desirable Qualifications			
Teaching experiences at the community college level.	Demonstrated ability to work with community college students	Work experience related to courses to be taught.	Demonstrated ability to communicate effectively and work cooperatively.
2	1	2	1
1	1	0	1
1	1	1	1
0	0	1	1

DQs	0 = does not meet DQ
	1 = meets DQ at minimum level
	2 = exceeds DQ above minimum level

Evaluate if applicant meets each of the indicated **Desirable Qualifications** (DQs) on a scale of 0-2.

Completing Form 17

DQ Total	Was person interviewed?	Interview Total	Overall Total	For APT - indicate priority status	REASON FOR NON-SELECTION (Include candidates who withdrew and those who declined offers)
6	Y	18	22		
3	Y	16	20		Declined Offer (Unavailable for Spring 2024)
4	Y	16	20		Withdrew application
2	N	N/A	2		Does not meet MQs

Total the scores for DQs and the Interview and calculate the **Overall Total**. Indicate if the applicant was interviewed and, if applicable, why they were not selected (see examples).

Completing Form 17

Position No. **2024-00123 Lecturer, CC (Dance)** Name of Committee Member **Christopher Robin**

NAMES OF APPLICANTS AND SELECTEE (Additional pages may be added as necessary)	Minimum Qualifications			Desirable Qualifications				DQ Total	Was person interviewed?	Interview Total	Overall Total	REASON FOR NON-SELECTION (Include candidates who withdrew and those who declined offers)
	Master's in Dance, OR Bachelor's in Dance AND 3 years of related work experience, OR	Master's in Dance, OR Bachelor's in Dance AND 3 years of related work experience, OR	Master recognition by Drama Performance Community AND 10 years of related work experience	Teaching experiences at the community college level.	Demonstrated ability to work with community college students	Work experience related to courses to be taught.	Demonstrated ability to communicate effectively and work cooperatively.					
Doe, John	Y	Y	N	2	1	2	1	6	Y	18	22	
Smith, Jane	N	Y	N	1	1	0	1	3	Y	16	20	Declined Offer (Unavailable for Spring 2024)
Dork, Donald	N	N	Y	1	1	1	1	4	Y	16	20	Withdrew application
Cricket, Jimmy	N	N	N	0	0	1	1	2	N	N/A	2	Does not meet MQs

MQs: Y = meets MQ
N = does not meet MQ

DQs: 0 = does not meet DQ
1 = meets DQ at minimum level
2 = exceeds DQ above minimum level

When filling out **Form 17**, ensure that the **Position No.** and the **Name of the Committee Member** fields (viewable after pressing **Print**) are completed. Submit form to Screening Committee Chair to tally the scores and rank.



Let's Practice:
Completing the Initial Step Placement Form

Completing the Initial Step Placement Form

Scenario

We are hiring Candidate, Charley Horse, for a lecturer position to teach accounting courses.

- Candidate:
 - has not previously taught at Kapi'olani CC
 - has taught at Chaminade University of Honolulu
 - has also been a lecturer at University of Hawai'i at Manoa
 - has a Ph.D. in Accounting

Advanced Degree (25 credits) + **UH System** credits + **Non-UH System** credits (25 Max)= Total Credits

Completing the Initial Step Placement Form

**University of Hawai'i Community Colleges
For Lecturers Homebased at Kapi'olani Community College
Initial Lecturer Step Placement Form**

UH ID: 123456789

Name: Horse, Charley

Last, First, M.I.

Start with employees **UH ID Number** and **Name**

Completing the Initial Step Placement Form

List all credits taught and include documentation for proof of credits for all courses.

- Include:
 - Year
 - Semester
 - Course Alpha
 - Course Number
 - Course Title
 - # of Sections
 - # of Credits
 - Campus/Institution

Completing the Initial Step Placement Form

Beginning with your present and most recent credible teaching experience (see attached guidelines and criteria), provide the information requested below. If additional space is required, continue on a separate sheet and attach **Documentation for employment must be attached in order to receive credit.** Documentation must verify the year, semester, course alpha, course number, course title, and credits for each class taught. Examples of acceptable documentation include: official memoranda from the Dean or other academic official, 5Bs or PNFs or Form 6s (both assignment and termination), or any other documentation which verifies the required information. Credit will not be given for a course(s) that has not yet begun.

Period of Employment		Course Alpha	Course Number	Title	# of Sections	Credible teaching experience - UH System			Non-UH System credits (25 cr. Limit)	
Year	Sem/Qu					Credits	Campus	Credits	Institution	
2020	Spring	ACC	310	Introduction to Accounting III	1	3	Manoa			
2020	Fall	ACC	310	Introduction to Accounting III	1	3	Manoa			
2021	Spring	ACC	310	Introduction to Accounting III	1	3	Manoa			
2021	Fall	ACC	310	Introduction to Accounting III	1	3	Manoa			
2022	Spring	ACC	310	Introduction to Accounting III	1	3	Manoa			
2022	Fall	ACC	310	Introduction to Accounting III	1	3	Manoa			
2023	Spring	ACC	310	Introduction to Accounting III	2	6	Manoa			
2023	Fall	ACC	310	Introduction to Accounting III	2	6	Manoa			
2017	Spring	AC		Principles of Accounting II	2			6	Chaminade	
2017	Fall	AC	202	Principles of Accounting II	2			6	Chaminade	
2018	Spring	AC	202	Principles of Accounting II	2			6	Chaminade	
2018	Fall	AC	202	Principles of Accounting II	2			6	Chaminade	
2019	Spring	AC	202	Principles of Accounting II	2			6	Chaminade	
2019	Fall	AC	202	Principles of Accounting II	2			6	Chaminade	

Credible advanced degree* 25 + 30 + ~~36~~ = ~~91~~
Total

25 max 80

Calculate Credits

Advanced Degree

25

UH System

30

Non UH System

25 (max.)

Total

80

Step Placement

B (75-149)

NOTE: For multiple sections, manually input the total number of credits.

Completing the Initial Step Placement Form

*25 credits - Official transcripts that verify the completion of all degree requirements must accompany this form. If transcripts are being requested, they must be sent directly from the granting institution to the Office of Academic Affairs.

I certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment with the University of Hawaii.

I further understand that the credits I have requested on this application represent my total claim for credits toward my initial step placement. I understand that I am forfeiting credit for any experience dated on or before the date of my signature on this form and not listed hereon.

Signature of Lecturer

Date

Revised
5/14/20

Ensure that form is signed and dated by the lecturer

Completing the Initial Step Placement Form

Total UH System Credits Approved: _____

Total Non-UH System Credits Approved (25 max): _____

Creditable Advanced Degree Approved (25 credits): _____

Other: _____

TOTAL Credits Approved: _____

Recommended Step Placement: _____

Effective (Semester/Year): _____

Dean of _____

Comments: _____

Signature: _____ Date: _____

Name: _____

Vice Chancellor for Academic Affairs

Comments: _____

Signature: _____ Date: _____

Name: _____

Send the packet to **HR POC** to fill out the top section on the second page

Completing the Initial Step Placement Form

Total UH System Credits Approved:	<input type="text"/>	TOTAL Credits Approved:	<input type="text"/>
Total Non-UH System Credits Approved (25 max):	<input type="text"/>	Recommended Step Placement:	<input type="text"/>
Creditable Advanced Degree Approved (25 credits):	<input type="text"/>	Effective (Semester/Year):	<input type="text"/>
Other:	<input type="text"/>		
Dean of	<input type="text"/>		
Comments:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>
Name:	<input type="text"/>		
Vice Chancellor for Academic Affairs			
Comments:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>
Name:	<input type="text"/>		

HR POC will forward the form to **the Dean** of the academic group to sign and date

Completing the Initial Step Placement Form

Total UH System Credits Approved: _____

Total Non-UH System Credits Approved (25 max): _____

Creditable Advanced Degree Approved (25 credits): _____

Other: _____

TOTAL Credits Approved: _____

Recommended Step Placement: _____

Effective (Semester/Year): _____

Dean of _____

Comments: _____

Signature: _____ Date: _____

Name: _____

Vice Chancellor for Academic Affairs

Comments: _____

Signature: _____ Date: _____

Name: _____

A red oval highlights the section for the Vice Chancellor for Academic Affairs, including the signature and name lines.

The Dean will then route the form to the **VC of Academic Affairs** for signature



*Part 2 of 3: Hiring Paperwork,
Form 20, and Paperwork
Tracking System*

Recap

We have, so far discussed:

- ✓ Job Advertisements
- ✓ Job Applications
- ✓ Offer Letters

Learning Outcomes

The following topics that will be covered in this section regarding the Lecturer Hire process:

1. Understanding Lecturer Compensation
2. Reviewing Hiring Paperwork
3. Referencing the Paperwork Tracking System
4. Practice using Google Forms to find lecturer hire paperwork
5. Practice Form 20's

Hiring a Lecturer

Compensation

Appointment Period

Per AP 9.560:

- Lecturers appointed to teach courses in regular academic programs will have their pay spread over 4.5 months (9 pay periods) for each full semester of service.
- Pay Period:
 - Fall: September 1 to January 15
 - Spring: January 16 to May 31

Lecturer Compensation

Lecturer compensation is based on Step Placement and Teaching Equivalency (TE), which can be calculated as follows:

Monthly Salary = $(TE \times \text{Step Rate}) / 4.5$ months	Example: <ul style="list-style-type: none">• Lecturer John Doe is teaching 9 TEs at Step B (\$2,188 per TE)<ul style="list-style-type: none">○ Total semester fee: \$19,692 (9 TEs x \$2,188 per TE)○ Monthly Salary: $(9 \times \\$2,188) / 4.5 = \\$4,376$ per month○ Pay Period Salary: $(9 \times \\$2,188) / 9 = \\$2,188$ per pay period
Pay Period Salary = $(TE \times \text{Step Rate}) / 9$ pay periods	
Step Rate is determined by the Bargaining Unit 07 contract	

Pay Dates (Spring 2024)

Appointment Period: 1/16/2024 - 5/31/2024	
Pay Period	Pay Date
1/16/2024 - 1/31/2024	2/5/2024
2/1/2024 - 2/15/2024	2/20/2024
2/16/2024 - 2/29/2024	3/5/2024
3/1/2024 - 3/15/2024	3/20/2024
3/16/2024 - 3/31/2024	4/5/2024
4/1/2024 - 4/15/2024	4/19/2024
4/16/2024 - 4/30/2024	5/3/2024
5/1/2024 - 5/15/2024	5/20/2024
5/16/2024 - 5/31/2024	6/5/2024

Pay Dates (Summer 2024)

Session I Appointment Period: 5/20/2024 - 6/28/2024	
Pay Period	Pay Date
5/16/2024 - 5/31/2024	6/20/2024
6/1/2024 - 6/15/2024	7/5/2024
6/16/2024 - 6/30/2024	7/19/2024
Session II Appointment Period: 7/1/2024 - 8/9/2024	
7/1/2024 - 7/15/2024	8/5/2024
7/16/2024 - 7/31/2024	8/20/2024
8/1/2024 - 8/15/2024	9/5/2024

After-The-Fact Payroll Deadlines - 2024 ([Click here](#))

Hiring a Lecturer

Paperwork Timeline

Timeline for Lecturer Paperwork

<input type="checkbox"/>	October 15	Department's list of lecturers for Spring Semester. Send the spreadsheet to HR and CC: VCAS, Brian Furuto, Budget Manager, Shirl Fujihara, Department Chair and Dean.
<input type="checkbox"/>	November 15	Submit all completed hiring paperwork for Spring Semester including the signed and approved Form 20 to HR
<input type="checkbox"/>	December 10	Submit any amended (for changes in credit hours or cancellations) signed and approved Form 20 to HR for Spring Semester
<input type="checkbox"/>	January 16	Spring Semester – Lecturer appointment begins
<input type="checkbox"/>	February 1	NeoGov OnBoard will be refreshed and ready for Summer Semester
<input type="checkbox"/>	March 15	Department's list of lecturers for Summer Semester. Send the spreadsheet to HR and CC: VCAS, Brian Furuto, Budget Manager, Shirl Fujihara, Department Chair and Dean.
<input type="checkbox"/>	April 15	Submit all completed hiring paperwork for Summer Semester including the signed and approved Form 20 to HR
<input type="checkbox"/>	May 10	Submit any amended (for changes in credit hours or cancellations) signed and approved Form 20 to HR for Summer Semester

You may download the full version of the timeline by clicking [here](#).

Lecturer Deadlines

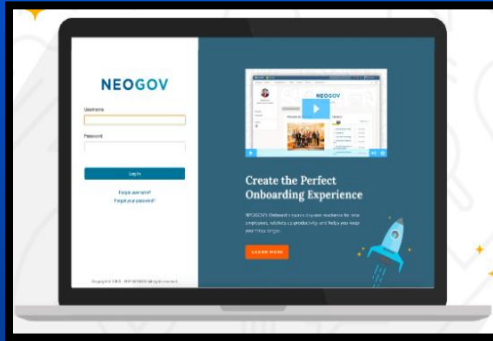
Semester Deadline	Email list of lecturers spreadsheet to kapcchr@hawaii.edu and CC the following: <ol style="list-style-type: none">1. VCAS2. Dean3. Department Chair	Submit all completed hiring paperwork for the semester including the signed and approved Form 20 to HR.	Submit any amended (for changes in TEs or cancellations) signed and approved Form 20 to HR
Fall	June 15	July 15	August 10
Spring	October 15	November 15	December 10
Summer	March 15	April 14	May 10

You may download the full version of the timeline by clicking [here](#).

Hiring a Lecturer

Assigning Hiring Paperwork

Assigning Paperwork



Electronically

- NeoGov Onboard Platform
- Log in to onboard.neogov.com and assign the appropriate checklist to the lecturer.
- You can refer to the reference guide [here](#).

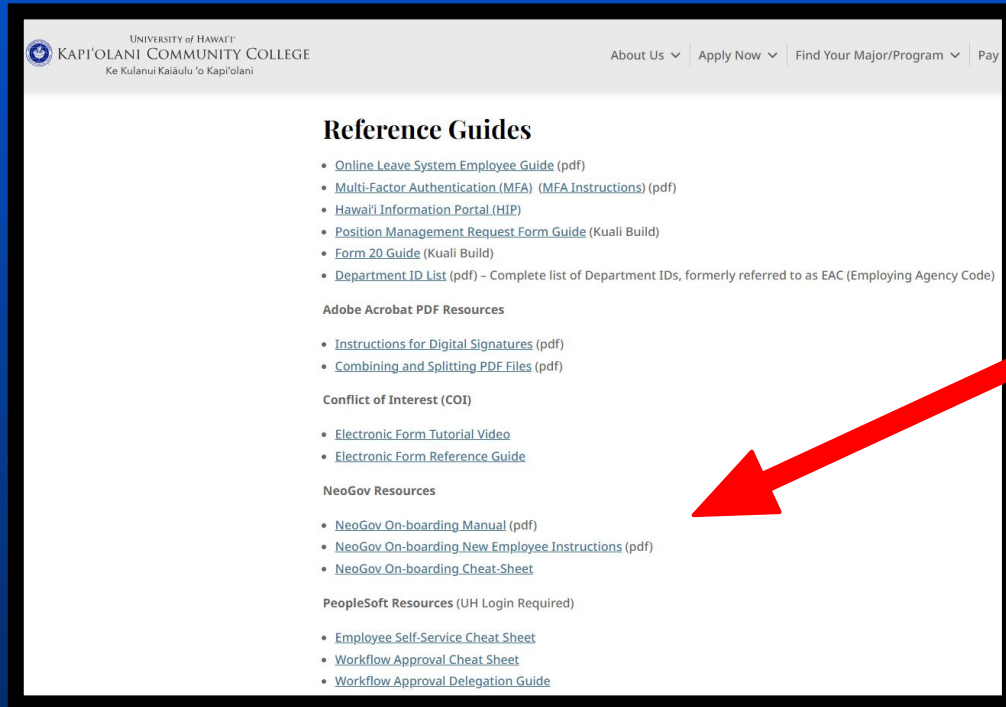
Lecturer Hire Document Checklist		
Instructions: The department must complete this checklist for each Lecturer Hire. Submit the Form 20, this checklist, and all required documents to respective HR POC. Deadlines to submit Lecturer Hire documents: Fall Semester: August 10; Spring Semester: December 10; Summer Semester: May 10.		
Semester: Fall / Spring / Summer	Lecturers:	Department:
TEs:		
Forms & Documents (For Department to attach and submit to HR)		
	Required	Not Required
Form 20 Personal Action Form (PAF)	<input type="checkbox"/> Yes	N/A
Application for Employment	<input type="checkbox"/> Yes (Required for all new hires and returning lecturer who has not taught in last six semesters)	<input type="checkbox"/> No (Not required for returning lecturer who have taught within last six semesters)
Official Transcripts	<input type="checkbox"/> Yes (Required for all new hires)	<input type="checkbox"/> No (Returning lecturers should have a copy on file)
Offer Letter	<input type="checkbox"/> Yes (Required every semester)	N/A
"Initial" Step Placement	<input type="checkbox"/> Yes (Required for New Hires)	<input type="checkbox"/> No (Returning Lecturers)
Establish Employee UH Username and Multi-Factor Authentication (MFA) (Online Only)	<input type="checkbox"/> Yes (Required for New Hires)	<input type="checkbox"/> No (Returning Lecturers)

Manually

- Email forms to Lecturers
- Download the forms from the [checklist](#) and email them to the lecturer.
- Have the lecturer send you the form securely via [UH FileDrop](#).

Send **ALL** documents, including the lecturer checklist, as **ONE PACKET** to your HR POC.

NeoGov Onboarding



UNIVERSITY of HAWAII
KAPĪOLANI COMMUNITY COLLEGE
Ke Kulanui Kaiāulu 'o Kapīolani

About Us ▾ | Apply Now ▾ | Find Your Major/Program ▾ | Pay

Reference Guides

- [Online Leave System Employee Guide](#) (pdf)
- [Multi-Factor Authentication \(MFA\) \(MFA Instructions\)](#) (pdf)
- [Hawaii Information Portal \(HIP\)](#)
- [Position Management Request Form Guide](#) (Kuali Build)
- [Form 20 Guide](#) (Kuali Build)
- [Department ID List](#) (pdf) – Complete list of Department IDs, formerly referred to as EAC (Employing Agency Code)

Adobe Acrobat PDF Resources

- [Instructions for Digital Signatures](#) (pdf)
- [Combining and Splitting PDF Files](#) (pdf)

Conflict of Interest (COI)

- [Electronic Form Tutorial Video](#)
- [Electronic Form Reference Guide](#)

NeoGov Resources

- [NeoGov On-boarding Manual](#) (pdf)
- [NeoGov On-boarding New Employee Instructions](#) (pdf)
- [NeoGov On-boarding Cheat-Sheet](#)

PeopleSoft Resources (UH Login Required)

- [Employee Self-Service Cheat Sheet](#)
- [Workflow Approval Cheat Sheet](#)
- [Workflow Approval Delegation Guide](#)

All training/manuals can be found on kapiolani.hawaii.edu > Human Resources > Reference Guide > NeoGov Resources

NeoGov Onboarding Manual - Provides detailed instructions on how to add a new hire, assign checklist to new hire, and more!

Hiring Paperwork

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 lecturer who has not taught in last six semesters)</i>	<input type="checkbox"/> No <i>(Not required for returning lecturer 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) <i>(Online Only)</i>	<input type="checkbox"/> Yes <i>(Required for New Hire)</i>	<input type="checkbox"/> No <i>(Returning Lecturers)</i>

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

Hiring Paperwork

5028

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 * ?

Casual Hire (to hire a candidate)
Casual Hire (to post ad on NeoGov)
Lecturer Hire
Overload

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

KapCC Form 20


- Form to hire a lecturer for a given semester
- Revised Form 20s are submitted to update semester details

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

Yes

N/A

Hiring Paperwork

EMPLOYMENT APPLICATION		
 <p>UNIVERSITY of HAWAII SYSTEM</p>	<p>UNIVERSITY OF HAWAII 2440 Campus Road, Administrative Services Bldg. #2 Honolulu, Hawaii 96822</p> <p>http://www.hawaii.edu</p>	<p>Received: [redacted] 11:01 AM For Official Use Only: QUAL: _____ DNO: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p>
	[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 lecturer
- Copies are kept for records purposes

<p>Application for Employment</p>	<p><input type="checkbox"/> Yes (Required for all new hires and returning lecturers who have not taught in last six semesters)</p>	<p><input type="checkbox"/> No (Not required for returning lecturers who have taught within last six semesters)</p>
---	--	---

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: 2015-08-20 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

Course	Description	Attempted	Earned Grade	Points
ENS 1301	Speech For Stdid II	Accepted	3.00 A	
ENS 1301L	Speech For Stdid 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 Hon 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	
DEP 2900	Hum Growth Dev G6	Accepted	3.00 A	
ENC 1102	English Comp II G6	Accepted	3.00 C	
MAN 0024	Cell 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 transcripts are required at the time of hire.
- Official transcripts are acceptable during the application process
- For transcripts from international institution, a **course-by-course analysis** is required.

Official Transcripts

Yes (Required for all new hires)

No (Returning lecturers should have a copy on file)

Hiring Paperwork

[Template: Lecturer Fall or Spring
(black font = required; blue font = as appropriate for your department)]

<Date>

<Name>
<Address>

Dear Mr./Ms. <Name>:

On behalf of the Kapi'olani Community College, <college/school>, I am pleased to formally offer you appointment as a lecturer in the <department or program>, effective <date> through <fall XXXX or spring XXXX semester>. **Please note that this offer is by exception as you do not meet the minimum requirements of the lecturer position in the <department or program>.** In cases where there are no lecturer applicants who meet the minimum qualifications, the College is able to select the best candidate among the under-qualified and offer a semester-long appointment by exception. Your employment is contingent upon course enrollment, funding, and operational considerations. Your appointment will include responsibility for teaching the following course(s):

<CRN>, <course #>, <course title>, <number of credit hours/teaching equivalencies>, <course date/days and time, building/room number>

In accordance with the lecturer fee schedule, you will be compensated at Step <X>, which is \$X,XXX per credit hour of instruction or equivalent. For payroll purposes, your appointment will begin <September 1 or January 16> and end <January 15 or May 31>. (The following is optional language: "Therefore, your first paycheck may be issued on <date>, pending completion and processing of required forms and barring any unforeseen circumstances")
This is a temporary appointment.

Offer Letter

- Written contract that confirms the terms of employment.
- Offer letter templates
 - Fall/Spring
 - Summer
 - Year Round

Offer Letter

Yes (Required every semester)

N/A

Hiring Paperwork

**University of Hawai'i Community Colleges
For Lecturers Homebased at Kapi'olani Community College
Initial Lecturer Step Placement Form**

UH ID:

Name:

Last, First, M.I.

Beginning with your present and most recent creditable teaching experience (see attached guidelines and criteria), provide the information requested below. If additional space is required, continue on a separate sheet and attach. **Documentation for employment must be attached in order to receive credit.** Documentation must verify the year, semester, course alpha, course number, course title, and credits for each class taught. Examples of acceptable documentation include: official memoranda from the Dean or other academic official, 5Bs or PNFs or Form 6s (both assignment and termination), or any other documentation which verifies the required information. Credit will not be given for a course(s) that has not yet begun.

Period of Employment		Course Alpha	Course Number	Title	# of Sections	Creditable teaching experience - UH System		Non-UH System credits (25 cr. Limit)	
Year	Sem/Qtr					Credits	Campus	Credits	Institution

Initial Step Placement

- This determines what lecturer step (A, B, or C) to place the new hire, which is indicated in the **Initial Lecturer Step Placement Letter**
- Form is completed prior to generating and sending the initial step placement letter and offer letter to the new lecturer

["Initial" Step Placement](#)

Yes (Required for New Hire)

No (Returning Lecturers)

Hiring Paperwork

Managing your UH Username

UH Username Management

Modify various aspects of your UH Username, including your password and personal homepage. You can also view your UH ID number in this site.

This site is unavailable from 2:00AM to 4:30AM for backups.

[Manage UH Account](#)

[One-Step Password Change](#)

New to UH?

Once you have been accepted to a UH campus, you can create a UH username. [More info on UH Username online services.](#)

[Get a UH Username](#)

Having trouble logging in?

If you are unable to log in or forgot your password, check your account status.

Need help with accessing your account?

If you do not remember your secret questions, contact the [ITS Help Desk](#) at help@hawaii.edu or (808) 956-8883.

Establish Employee UH Username

- Various online services, such as Google email, can be accessed through UH username
- Former UH students will have the same username and ID number when they become an employee
- Those who have not been in any type of UH affiliation will need to generate a UH username by clicking the “**Get a UH Username**” button

Establish Employee UH Username and Multi-Factor Authentication (MFA)	<input type="checkbox"/> Yes (Required for New Hire; Online Only)	<input type="checkbox"/> No (Returning Lecturers)
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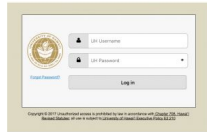
Hiring Paperwork

UH Login

What is UH Login?

UH Login is the new standard web login screen for the University of Hawai'i. Many UH services, such as Google@UH and KFS, already use UH Login, and over time we expect many more online services to use it as well.

UH Login is a *single sign-on (SSO)* service, so once you have logged into one UH Login-enabled service, you won't usually need to login to other UH Login-enabled services for a couple hours.



UH Login supports Multi-Factor Authentication (MFA). MFA uses a registered mobile phone, landline, or hard token to provide an added level of protection. With MFA, no one can login using just your UH Username and password, they would also need your registered device. Once you sign up for MFA, you will be prompted for your registered device after providing your usual UH Username and password for any web service using UH Login. You can check the *Remember me for 1 day* box so that you will not be prompted for your registered device the remainder of the day within the web browser being used.



Image courtesy of UMIT

Multi-Factor Authentication (MFA)

- Set up authentication method for UH login
- Precautionary measure meant to strengthen security of the UH System and system access

[Establish Employee UH Username and Multi-Factor Authentication \(MFA\)](#)

Yes (Required for New Hire; Online Only)

No (Returning Lecturers)

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
- Emergency contact information is very important.


[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'INA O HAWAII



KENNETH S. FINK, MD, MGA, MPH
DIRECTOR OF HEALTH
KA LANA HIKOKELE

STATE OF HAWAII
DEPARTMENT OF HEALTH
KA 'OIHANA 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 TB Clearance Certification

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

No (Returning Lecturers)

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:

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

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

<u>ERS-209</u> <i>Certification Of Compliance With Requirements For Employment Of A Retirant</i>	<input type="checkbox"/> Yes (If retiree with ERS)	<input type="checkbox"/> No (Not retiree with ERS or retiree continuing as a lecturer from Fall to Spring Semester)
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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

Print Form
Clear Form
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. _____
<p>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.</p> <p>Form ERS-212 on Act 179, SLH 2010 from ERS shall be provided with this acknowledgement form.</p> <p>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:</p> <ul style="list-style-type: none">▶ 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). <p>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</p> <ul style="list-style-type: none">▶ 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
- Needed to get ERS confirmation before the appointment

UH Form 109 ERS Act 179 Acknowledgement Form for BOR Employees	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Lecturers continuing from Fall to Spring Semester or Year Round Lecturers)
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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 Lecturer Hires.

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

UH Form 27

Equal Employment Opportunity/Affirmative Action
Ethnic Background Form

Yes

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
- Required to verify compliance with IRS regulations

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
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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					
Issuing Authority					
Document Number (if any)					

Form I-9

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

Form I-9	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Lecturers continuing from Fall to Spring Semester or Year Round Lecturers)
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Hiring Paperwork

LISTS OF ACCEPTABLE DOCUMENTS		
<p>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).</p>		
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
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-796) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of 	<p>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</p> <p>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</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p>	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 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. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179)

See page 2 of the Form I-9 for **lists of Acceptable Documents for Verification**

Hiring Paperwork

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

ERS-1 (Rev 8/2014)

EMPLOYEES' RETIREMENT SYSTEM – STATE OF HAWAII
201 Merchant Street, Suite 1400
Honolulu, Hawaii 96813-2980
Phone: 586-1735

MEMBERSHIP ENROLLMENT FORM Clear Form

PART I (MEMBER TO COMPLETE – PLEASE PRINT)

Name _____ S.S.No. _____
Last First Middle

Former Name (as State/County employee) _____ Birth Date ____/____/____

Mailing Address _____ Female Male
Number / Street / PO Box City State Zip Code

Marital Status Married Single Home/Cell Phone No. _____

Are you currently employed by another State/County agency? No Yes (Specify below)
 State County of _____ Department/Division/School _____

I acknowledge receiving a copy of the brochure entitled "Your Employees' Retirement System" ____ (Employee Initials)

Employee Signature _____ Date _____

Complete and Attach: Form 1-A, Designation of Beneficiary (Contributory and Hybrid Plan members)
Form EC&B-24, Claim for Service (returning members, if applicable)

ERS-1 (ERS Enrollment Form)

- Part 1 to be completed by benefits-eligible employees to enroll as members of the Employee's Retirement System (ERS)
- Benefits-eligible employees continuing to teach from Fall to Spring would not need to complete and re-submit this form

[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)

Hiring Paperwork

FOR ACTIVE MEMBERS AND FORMER EMPLOYEES ONLY. RETIREES MUST COMPLETE FORM EC&B-67.

ERS Form 1-A
Rev. 3/2018

STATE OF HAWAII
EMPLOYEES' RETIREMENT SYSTEM
City Financial Tower, 201 Merchant Street, Suite 1400, Honolulu, Hawaii 96813-2980
<http://ers.chawaii.gov>

CONTRIBUTORY/HYBRID PLAN DESIGNATION OF BENEFICIARY

Name: _____ Social Security No.: _____
(First) (M.I.) (Last)

Mailing Address: _____ Date of Birth: ____/____/____

City/State: _____ Zip Code: _____ Department: _____

Check one: Existing Member
 New Member
 Former Employee

Home Phone: _____
Cell Phone: _____
Business Phone: _____


Clear Form

ERS Form 1-A (Beneficiary Designation)

- Form to be completed by benefits-eligible employees to designate their beneficiary or beneficiaries for certain benefits payable by the ERS if employees pass away before they retire
- Original signature and notary required

ERS Form 1-A ERS Beneficiary Designation	<input type="checkbox"/> Yes (Lecturers with 8 or more TEs)	<input type="checkbox"/> No (Lecturers continuing from Fall to Spring Semester or with less than 8 TEs)
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Hiring Paperwork

 Hawaii Employer-Union Health Benefits Trust Fund

Submit this form to your personnel office

EUTF ACTIVE EMPLOYEE
EC-1 HEALTH BENEFITS ENROLLMENT FORM

All Bargaining Units and Employees Excluded from Bargaining Units

DOE employees submit to:
DOE-EBU
PO Box 23360
Honolulu, HI 96804

EMPLOYEE DATA

Complete each section thoroughly. Please print clearly

Enrollment Type (Must check one box):
New Hire Qualifying Event Open Enrollment

New Hire or Qualifying Event Date: _____ Qualifying Event Description: _____

Full Name: _____ Social Security No.: _____
Last Name, First Name, Middle Initial

Mailing Address: _____ Residence Address: _____
Street Name Apt No. Street Name Apt No.

City, State Zip Code City, State Zip Code

Marital Status: Single Married Domestic Partner Gender: Male Female Gender X Birthdate: _____
Marriage Date: _____

Home Phone: _____ Cell Phone: _____ Business Email: _____
Personal Email: _____

Spouse/Partner Name: _____ SSN: _____ Birthdate: _____
Note: If you will be adding your spouse/partner to your health plans, you must also indicate this information under the "Dependent Information" section.

COVERAGE START DATE

DO NOT SKIP THIS SECTION. Read the "EC-1 Enrollment Form Instructions" and complete this section before moving on. Mark one option.

(Option #1) Coverage starts day of the event. Premium contributions start 1st day of the pay period in which the effective date of coverage occurs. (IF NO OPTION IS SELECTED, OPTION #1 WILL BE USED)

(Option #2) Coverage and premium contributions start 1st day of the first pay period following event (1st or 16th of the month)

(Option #3) Coverage and premium contributions start 1st day of the second pay period following event (1st or 16th of the month)

EC-1 (Health Benefits Enrollment Form)


- Form to be completed by benefits-eligible employees to elect specific health plans and to cover their eligible dependents.
- Submission deadline is 45 days from effective date of hire (9/1 or 1/16).
- Required documentation for dependents can be viewed on [**EUTF Website**](#)

[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)

Hiring Paperwork

**HAWAII EMPLOYER-UNION
HEALTH BENEFITS TRUST FUND**

201 Merchant Street, Suite 1700
Honolulu, HI 96813
Office (808) 586-7398
Toll Free (800) 295-0088
www.eutf.com.hi

Notification Date: May 22, 2022 Reply Deadline: June 30, 2022

MICKEY MOUSE HB Number: 00000000
1234 MAIN STREET
HLO, HI 96728

Subject: It's Time to Enroll in Health Benefits-Your Action is Required!

Dear MICKEY MOUSE:

Want to sign up for employer sponsored health benefits? Now is the time! You can enroll in the Hawaii Employer-Union Health Benefits Trust Fund (EUTF) from now until June 30, 2022.

As a newly eligible employee, you have the opportunity to enroll in employer sponsored health benefits. Learn more about all the health benefit options available by visiting <http://eutfbenefits.hawaii.gov>. You can decide which plans are right for you and your family.

How do I enroll?

Simply follow the steps below:

1. Log in to the Hawaii Employer-Union Health Benefits Trust Fund website for members at <http://eutfbenefits.hawaii.gov> and enroll by June 30, 2022. Your user ID for this website is your health benefits ID# (number listed above). Your password is your date of birth in MMDDYYYY format + last 3 digits of SSN. Please note: the first time you enter this website you will need to register using this number. You will also need to set up your password and challenge questions.
2. Once you have successfully registered, on the home page, located in the blue banner you will see the "New Hire/Recently Eligible" enrollment event. Click "Start" and complete all the steps of the enrollment process.
3. After completing all of the enrollment steps, go to the "Complete your Enrollment" page, scroll to the bottom and click on the box marked, "I agree to Terms and Conditions" then click on "Complete Enrollment".

If applicable, you must submit all required supporting documents at the end of the enrollment process by June 30, 2022. If you don't enroll by June 30, 2022, you cannot enroll in health benefit coverage until the next annual open enrollment period held in April, unless you experience a mid-year qualifying life event.

Need Help?

If you have any questions, please contact the EUTF at (808) 586-7398 or toll-free at (800) 295-0088, Monday through Friday, 7:45am - 4:30pm HST (except State holidays).

EUTF's Mission: We care for the health and well being of our beneficiaries by striving to provide quality benefit plans that are affordable, reliable, and meet their changing needs. We provide informed service that is excellent, courteous, and compassionate.

City Financial Tower, 201 Merchant Street, Suite 1700, Honolulu, HI 96813

EUTF Invitation Letter to Self-Enroll

- Letter sent to **new hires** or **newly-eligible employees** to register and self-enroll for health coverage via [EUTF Member Self-Service Portal](#).

Hiring Paperwork

Beneficiary Designation
 Securian Life Insurance Company • Minnesota Life Insurance Company

Employer name Hawaii Employer-Union Health Benefits Trust Fund (EUTF)		Policy number 34606	
Insured's name (first, middle initial, last)		ID (or last four of SSN)	
Address (street, city, state, zip)		Email address	
Insured's date of birth	Policyowner (if different than insured)	Policyowner's phone number	

This designation applies to all coverages.

PRIMARY BENEFICIARY(IES) - The person or persons named will receive the benefit.

Beneficiary full name/trust name	Date of birth/trust date	Tax ID (SSN or EIN)	Share %
Address (street, city, state, zip) and phone number		Relationship to insured	
Beneficiary full name	Date of birth	Tax ID (SSN)	Share %
Address (street, city, state, zip) and phone number		Relationship to insured	
Beneficiary full name	Date of birth	Tax ID (SSN)	Share %
Address (street, city, state, zip) and phone number		Relationship to insured	
Beneficiary full name	Date of birth	Tax ID (SSN)	Share %
Address (street, city, state, zip) and phone number		Relationship to insured	

Total Primary Shares Must Equal 100%

Life Insurance Beneficiary Form

- Form to be completed by benefits-eligible employees
- Used to designate their beneficiary or beneficiaries who will be receiving the Life Insurance benefit in case they pass away while they are active employees of the State of Hawaii
- The EUTF Group Term Life Insurance is administered by Securian Financial

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)

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)

- Form must be reviewed and signed by employees who are NOT benefits-eligible
- Acknowledgment that the Lecturer does not contribute to Social Security benefits


[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)

Hiring Paperwork



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
CITY				DEPARTMENT		
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 Form

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

[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)

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
- If no relatives are employed at KapCC, write N/A and sign

[UH Form 88](#)

Disclosure of the Employment of Relatives

Yes

N/A

Hiring a Lecturer

Paperwork Tips and Reminders

Exceptions

Two types of exception memos:

- Approval to Hire by Exception (15 TEs or more)
- Approval to Hire by Exception (Below MQ)

AP 9.560: <https://www.hawaii.edu/policy/archives/apm/pers/a9560.pdf>

Exception (15 TEs or more)


Lecturers are temporary, part-time employees:

“Lecturers should not, as a general concept, be hired to teach a full instructional load equivalent of regular faculty i.e. 15 credit hours for Community Colleges and 12 credit hours on four-year campuses per semester within the University system since lecturers are hired to meet temporary, part-time requirements.”

AP 9.560: <https://www.hawaii.edu/policy/archives/apm/pers/a9560.pdf>

Approval to Hire by Exception (15 TEs or more)

Division of _____
Department of _____



MEMORANDUM

Date: _____

To: _____, Vice Chancellor for Academic Affairs

VIA: _____, Dean of _____

From: _____, Department Chair of _____

Subject: Approval to Appoint Lecturer to Teach _____ Teaching Equivalencies (TE) * _____ <Year>
This is to formally request approval, to appoint lecturer, _____ to the following additional class(es), which will necessitate an appointment of _____ TEs (total TE Load).
Total included the following request (_____ TEs). Please list additional courses ≥ 15 TEs taught

Course	CRN	Account #	TE/CR	Step Rate	Amount	Start Date	End Date

Justification:

A recruitment for Lecturers was conducted.

There are no other qualified Lecturers available.

Future actions to be taken to avoid appointments ≥ 15 TEs: Department will continue to recruit qualified lecturers.

Requestor: _____
Department Chair Signature _____ Date _____

Approve: _____
Vice Chancellor for Academic Affairs Signature _____ Date _____

Approval to Hire Memo [15 TEs or More] ([Click here](#))

Exception (Below MQ)


Below MQ:

*“Minimum Qualifications have been designed to cover those disciplines which are known or presumed to cover the needs for community college faculty. These MQ listings do not need to be applied to personnel teaching non-credit courses unless those courses are to be considered for inclusion/conversion into **certificate and degree programs**. New disciplines may arise over time and unique situations may occur on a given campus that do not fit in well with these guidelines.”*

Link to OVPCC: <https://uhcc.hawaii.edu/ovpcc/administrative/hr/faculty/mqs>

Approval to Hire by Exception (below MQ)

Division of _____
Department of _____

 UNIVERSITY of HAWAII
KAPI'OLANI
COMMUNITY COLLEGE

MEMORANDUM

Date: _____

To: _____, Vice Chancellor for Academic Affairs

Via: _____, Dean of _____

From: _____, Department of _____

Subject: Approval to Hire Lecturer by Exception for <Year> _____

This is to formally request approval, to appoint lecturer, _____ to the following additional class(es), which will necessitate an exception to meeting the approved minimum qualifications.

Total included the following request (_____ TEs). *please list all courses that will be taught*

Course	CRN	Account #	TE/CR	Step Rate	Amount	Start Date	End Date

Justification:

Does not meet the MQs but has compensating qualifications. Specify: _____

An ad for lecturers in this discipline is currently posted. If not, the last ad was posted on: _____

Other. Specify: _____

The Department tried to locate all individuals on the Lecturer Pool who were not already fully committed and qualified regarding this assignment. None are available.

Approve: _____
Vice Chancellor for Academic Affairs

_____ Date

Note: Any discipline for which lecturers were not recruited for the term specified will be advertised for the next lecturer ad following an Exception. An approval for an exception is **required for each semester/summer session**. Lecturers who do not meet the minimum qualifications are not placed on the campus or department Lecturer Pool. Lecturers hired by exception must meet the minimum qualifications in three years and upon meeting the MQs should notify the department chair and provide the appropriate documents (transcripts, etc.)

Approval to Hire by Exception Memo ([Click here](#))

NOTE: Send a copy to the Lecturer so they know they were hired by exception.

Lecturers with Outside Employment

Per AP 9.560:

- If employed full-time elsewhere (other than UH employment)
- Scheduled to teach no more than 6 TEs per semester or 9 TEs during the academic year
 - Includes all workload in the UH System

Retiree Lecturer

Retirees should be scheduled for less than 0.5 FTE or less than 8TEs so that their pension may continue without interruption

- ERS-209 form required to be completed:
 - If continuing to teach from Fall to Spring, retiree would not need to complete and re-submit.
 - Form needs to be completed if there is a break in employment

Graduate Assistant as Lecturer

Graduate Assistants' (teaching) appointment must be approved by Grad Division (via [GA Workload Approval](#)) before an offer is made

- See [L1 GA pay rates](#) for reference.

Hiring a Lecturer

Paperwork Tracking System

Lecturer Paperwork Tracking System

Paperwork Tracking System - Lecturer

File Edit View Insert Format Data Tools Extensions Help

100% 123 Default... 14 B I A

At:C1 Reference Sheet

	A	B	C	D	E
1			Reference Sheet		
2		Pending Paperwork	Paperwork required to generate a PNF/Form 6 is pending		
3	PNF/Form	Processed	Form 20 was processed and hire transaction was submitted in PeopleSoft		
4		Approved	Hire transaction was approved by all authorities including Fiscal Authority, Appointing Officer and Principal Investigator (if any)		
5					
6	Lecturer Pool	In the pool 🍌	Lecturer has submitted a complete application on NeoGov which is reviewed and approved by Department Chair		
7		Not in the pool 🍌	Lecturer has not submitted a complete application on NeoGov. Therefore, the candidate cannot be hired.		
8					
9	Appointment Type	Lecturer (New Hire)	Lecturer hired for the first time or hired after not teaching for two semester		
10		Lecturer (Re-Hire)	Lecturer re-hired from Fall to Spring or Fall to Fall		
11		Year Round Lecturer (New)	Lecturer appointed as a Year-Round Lecturer for the first time		
12		Year Round Lecturer (Reappointed)	Lecturer re-appointed as a Year-Round Lecturer		
13		Year Round Lecturer (Continued)	Lecturer continuing as a Year-Round Lecturer from Fall to Spring or Spring to Fall		
14		Faculty Overload	Faculty teaching additional classes		
15		Graduate Assistant Overload	Graduate division teaching additional classes		
16					
17	Hiring Paperwork	Pending	Paperwork not submitted by Department to HR		
18		Original Pending	Paperwork submitted by Department to HR but original copy is pending (used for ERS-1A and PTS)		
19		Revision Pending	Paperwork submitted by Department to HR but due to some changes in information (such as no of TEs) a revised copy is yet to be submitted		
20		Incomplete	Paperwork submitted by Department to HR but is incomplete or has missing information		
21		Received	Paperwork submitted by Department to HR		
22		Processed	Paperwork reviewed by HR		
23		Mailed	Paperwork mailed out by HR to ERS, EUTF, NBS, UHPA etc.		
24		N/A	Paperwork is not required or applicable due to Appointment Type		
25					
26					
27					
28					
29					
30					

Reference Sheet | BLT | CULN | HOST | LLL | M&S | A&H | Social Science | Health Science | Nursing | EMS

Lecturer Paperwork Tracking System ([Click here](#))

Paperwork Tracking

Required to initiate payroll													
Form 20	Offer Letter	Hire by Exception Memo (below MQ)	Hire by Exception Memo (15 or more TEs)	Request to hire from Different Campus	Job Application	TB Clearance Certificate	Form I-9	UH Form 107	Personnel Record Card	SSN Card	UH Form 109	Official Transcripts	
Received	Received	N/A	N/A	N/A	On-File	On-File	On-File	Received	On-File	On-File	On-File	On-File	
Received	Received	N/A	N/A	N/A	On-File	On-File	On-File	N/A	On-File	On-File	On-File	On-File	
Received	Received	N/A	N/A	N/A	On-File	On-File	On-File	Received	On-File	On-File	On-File	On-File	
Received	Received	N/A	N/A	N/A	On-File	On-File	On-File	N/A	On-File	On-File	On-File	On-File	
Received	On-File	N/A	N/A	N/A	On-File	On-File	On-File	On-File	On-File	On-File	On-File	On-File	
Received	Received	N/A	N/A	N/A	On-File	On-File	On-File	Received	On-File	On-File	On-File	On-File	
Received	Received	N/A	N/A	Received	On-File	On-File	On-File	Received	On-File	On-File	On-File	On-File	
Received	Received	N/A	N/A	N/A	On-File	On-File	On-File	N/A	On-File	On-File	On-File	On-File	
Received	Received	N/A	N/A	N/A	On-File	On-File	On-File	Received	On-File	On-File	Received	On-File	
Received	Received	N/A	N/A	N/A	On-File	On-File	On-File	Pending	On-File	Received	Received	Pending	
Revision Pending	Revision Pending	N/A	N/A	N/A	On-File	On-File	On-File	Pending	On-File	Received	Received	Pending	
Received	N/A	N/A	N/A	N/A	N/A	On-File	N/A	N/A	On-File	On-File	N/A	On-File	

Lecturer Hire Paperwork - Required to Initiate Payroll

Paperwork Tracking

Required irrespective of number of TEs							*for 8 or more TEs*				*for less than 8 TEs*	
GCN	EEO Form	Work Schedule Disclosure Form	ERS 209 (for Retirees)	UH Form 88	COI Form	GA Workload Approval (for GAs)	ERS-1	ERS-1A	EC-1	Life Insurance	Not covered by SS	PTS Form
On-File	On-File	Received	N/A	On-File	On-File	N/A	Mailed	Received	Mailed	Received	N/A	N/A
On-File	On-File	Received	Mailed	On-File	On-File	N/A	N/A	N/A	N/A	N/A	Received	N/A
On-File	On-File	Received	N/A	On-File	On-File	N/A	Mailed	Incomplete	Mailed	Pending	N/A	N/A
On-File	On-File	Received	N/A	On-File	Pending	N/A	N/A	N/A	N/A	N/A	Received	Mailed
On-File	On-File	Received	N/A	On-File	On-File	N/A	On-File	On-File	On-File	On-File	N/A	N/A
On-File	On-File	Received	N/A	On-File	On-File	N/A	Mailed	Received	Mailed	Pending	N/A	N/A
On-File	On-File	Received	N/A	On-File	On-File	N/A	Received	Received	Received	N/A	N/A	N/A
On-File	On-File	Received	Mailed	On-File	On-File	N/A	N/A	N/A	N/A	N/A	Received	N/A
On-File	On-File	Received	N/A	On-File	On-File	N/A	Received	Received	Mailed	Received	N/A	N/A
Received	Pending	Received	N/A	Received	Pending	N/A	N/A	N/A	N/A	N/A	Received	Received
Received	Pending	Revision Pending	N/A	Received	Pending	N/A	Pending	Pending	Pending	N/A	Received	Received

Paperwork Required depending on the Range of TEs Assigned

Paperwork Tracking

The screenshot shows the University of Hawaii's Title IX training portal. At the top, it identifies the University of Hawaii System and the Title IX and The Office of Institutional Equity. A navigation bar includes links for reporting, help, learning, climate surveys, policies, and training. The main content area is titled 'Online Training - Employees' and features a sidebar with various training options. The primary focus is on 'Title IX Training', which includes a link to 'Preventing Harassment & Discrimination for Employees'. A description of the course is provided, detailing its duration and the topics it covers, such as workplace culture, discrimination, and the Clery Act.

University of Hawaii[®] System
Title IX and The Office of Institutional Equity

CASE MANAGEMENT SYSTEM RESOURCES

Report to UH | Get Help & Support - | Learn More - | Climate Survey - | Policies & Procedures - | Training -

Home → Training → Online Training - Employees

Training

- Training Overview
- Request Live Training by OIE
- Online Training - Employees**
- Title IX Training
- Workplace Non-Violence Training
- Vector Solutions Online Training Resources
- Vector Online Training Employee FAQs
- Online Title IX Training - Students
- Title IX Training Archive

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
Incomplete ▾
Completed ▾
Completed ▾
Completed ▾
Completed ▾

Title IX Training ([Click Here](#))



Let's Practice:
Assigning Paperwork via Google Form

Assigning Paperwork


Scenario

We are hiring candidate, Chris P. Bacon, for a lecturer position in the Spring 2024 Semester.

- Candidate:
 - Is a semester based employee
 - **HAS** previously taught at Kapi'olani CC in Fall 2023
 - Taught **6 TEs** in Fall 2023
 - Teaching **9 TEs** in Spring 2024

Link: [Hiring Paperwork Google Form](#)

Assigning Paperwork



Hiring Paperwork 🦒

Are you looking for Mr. Giraffe 🦒 to help you find the list of required paperwork?
You are mistaken because Mr. Giraffe is busy eating ice-cream.. 🍦

Worry not! 😊 This form will help you find the right paperwork. 🙌

Hit "Next" when you are ready 🏠

jaciel@hawaii.edu [Switch account](#) 📄 Draft saved

* Indicates required question

Email *

Record jaciel@hawaii.edu as the email to be included with my response

Next Clear form

Check the box to record your responses.

Assigning Paperwork

Appointment Type

What type of appointment are you hiring? *

Lecturer (Semester basis) 😊

Year Round Lecturer 🧑

Casual 😊

Overload 🧑

[Back](#) [Next](#) [Clear form](#)

Select the appropriate appointment type.

Assigning Paperwork

Semester Lecturer 🧐

Please indicate the semester *

Fall Semester 🍁

Spring Semester 🌻

Back Next Clear form

Select the appropriate semester

Assigning Paperwork

Spring Semester 🌻

What type of hire? *

New Hire 🧐

Rehire 🥳

Year-Round New Hire 🧐

Year-Round Rehire 🥳

Back Next Clear form

Select the type of hire

Assigning Paperwork

Spring Rehire 😊

What type of rehire is this? *

No change in TE range (less than 8 TEs to less than 8 TEs OR 8 or more TEs to 8 or more TEs) from Fall to Spring

Increase in TEs (from less than 8 TEs to 8 or more TEs) from Fall to Spring

Decrease in TEs (from 8 or more TEs to less than 8 TEs) from Fall to Spring

From Spring (prior academic year) to Spring (current academic year) teaching less than 8 TEs

From Spring (prior academic year) to Spring (current academic year) teaching 8 or more TEs

Back Next Clear form

Select the type of rehire

Assigning Paperwork

Increase in TEs (from less than 8 TEs to 8 or more TEs) from Fall to Spring ⚡

- Form 20
- Offer Letter
- Work Schedule Disclosure Form
- Form EC-1
- ERS - 1 Form
- ERS- 1A Form (Original Required)
- Life Insurance Beneficiary Form
- Request to hire from home campus (if joint appointment)

Note: This is for information purposes only and should not be printed to be submitted to HR. You are still required to print checklist from Ohana and submit along with Hiring Paperwork.

For manual way to complete the hiring paperwork: Download the entire checklist from 'Ohana at ohana.kapiolani.hawaii.edu/docs/lecturer-hire/

OR

For easier and faster way to complete the hiring paperwork, go to NeoGov Onboard and assign the checklist: onboard.neo.gov.com
(Reference Guide: <https://ohana.kapiolani.hawaii.edu/wp-content/uploads/bp-attachments/1814/NeoGov-Onboarding-Cheat-Sheet.pdf>)

Back Next Clear form

The form will then generate the list of forms needed for the lecturer.

Assigning Paperwork

- Form 20
- Offer Letter
- Work Schedule Disclosure Form
- Form EC-1
- ERS – 1 Form
- ERS- 1A Form (Original Required)
- Life Insurance Beneficiary Form
- Request to hire from home campus (if joint appointment)

These are the forms that Chris P. Bacon would need for his Spring appointment.

Assigning Paperwork

Thank you! 😊 😊

If you want the copy of the results, then select "Send me a copy of my responses." 📧

All the checklists can be found on Ohana at
<https://ohana.kapiolani.hawaii.edu/docs/employment-checklist/>

Send me a copy of my responses.

Back Submit Clear form

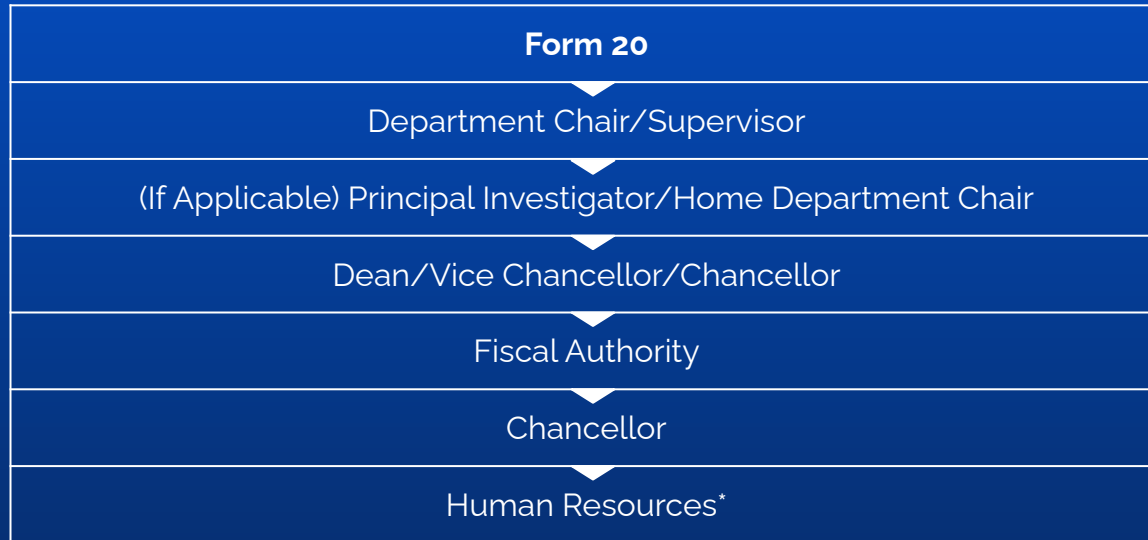
The form will then give you the option to send a copy of your responses to your email.



*Let's Practice:
Completing Form 20 to Hire*

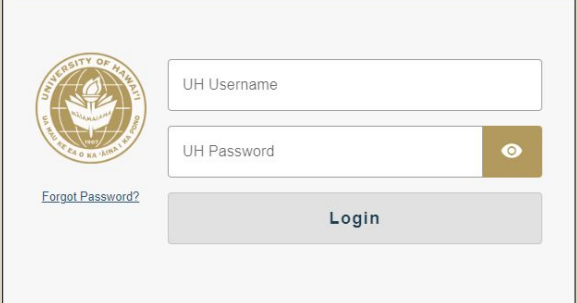
Form 20 to Hire

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



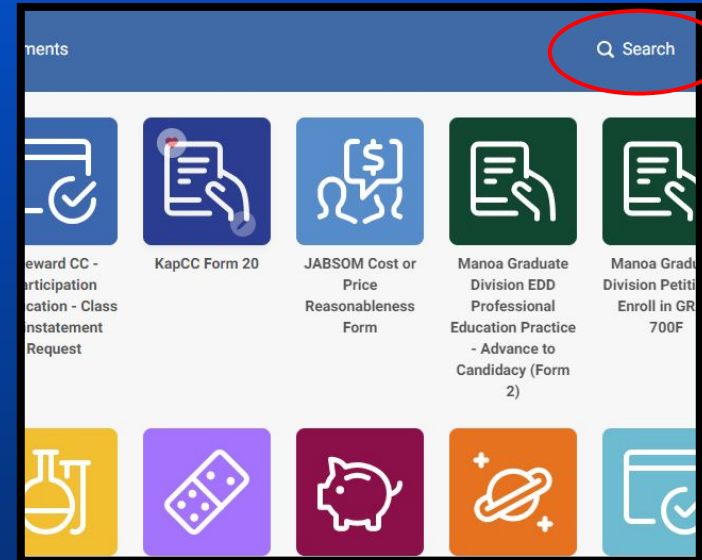
*PeopleSoft Workflow: PI (If Applicable) > Fiscal Authority > Chancellor

Form 20 to Hire



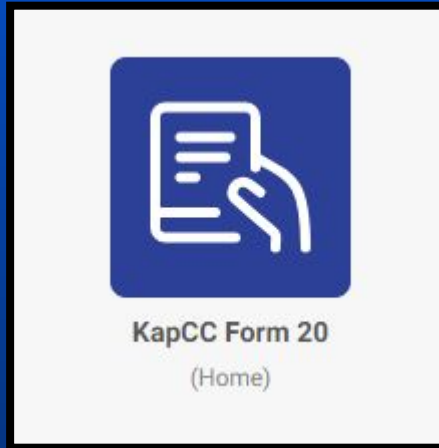
The image shows a login page for the University of Hawaii. On the left is the university's seal. To its right are two input fields: "UH Username" and "UH Password" with a toggle for password visibility. Below the password field is a "Forgot Password?" link. A "Login" button is centered below the fields.

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Begin by going to **[Kuali Build Homepage](#)** 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/JTU>
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 *
Principal Investigator (if any) ?
Home Department Chair/Supervisor (if any) ?

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.

Form 20 Practice

KapCC Form 20 Created at Jan 4, 2024 - 10:21 AM **DRAFT** Discard Save Submit X

5028

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 * ?	
...	...		
...			
Casual Hire (to hire a candidate)			
Casual Hire (to post ad on NeoGov)			
Lecturer Hire			
Overload			
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		

Next choose **Lecturer Hire**

Form 20 Practice

5028

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			
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		

If this is a revision, select which revision. If not, just select **No**

Form 20 Practice

Department Information			
Semester *		Warrant Distribution *	
<input type="text" value="---"/>		<input type="text" value="---"/>	
Department *	Unit *	Department ID * ?	
<input type="text"/>			
Department Contact * ? Q	Supervisor/Department Chair * Q	Dean Secretary ? Q	Dean/Vice Chancellor/Chancellor * Q
Principal Investigator (if any) ? Q	Home Department Chair/Supervisor (if any) ? Q		

Complete the **Department Information** section with the appropriate information.

Form 20 Practice

Candidate Information			
Appointment Period From *	Appointment Period To *	Building Name *	Room No. * ?
<input type="text"/>	<input type="text"/>	<input type="text" value="---"/>	
Account Codes and Percent: * ?			
KA123456 (100%) *Please write KA and account number without space and then percentage in brackets*			

Complete the **Candidate Information** section with the appropriate information.

Make sure for **Account Codes** you include the percentage in parentheses.

Form 20 Practice

Lecturer Appointment				
Lecturer Application reviewed for completeness and minimum qualification *				
<input type="checkbox"/> Yes, employee is in the lecturer pool				
Step *	Cost per TE * ?	Total TEs *	Total Credits *	Total Compensation * ?

Memo/Letters *	Attachments * ?	Additional Memo/Letters (if any)	Attachments (if any) ?	
---	Select a File	---	Select a File	

Complete the **Lecturer Appointment** section with the appropriate information.

*Please remember to attach any **necessary documents** needed to this Form 20.

Form 20 Practice

Lecturer/Overload Course List:

Course Title	CRN	Start Date	End Date	TEs	Credits	Cross-Listed Course ?	Cancellation?
		<input type="text"/>	<input type="text"/>				<input type="checkbox"/> Yes
				sum: --	sum: --		

Complete the **Lecturer/Overload Course List** section with the appropriate information.

*For more than one course, select add another row.

Form 20 to Hire (Reference Guide)

Type of Appointment	Lecturer Hire
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	Lecturer Hire
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 Lecturers 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>

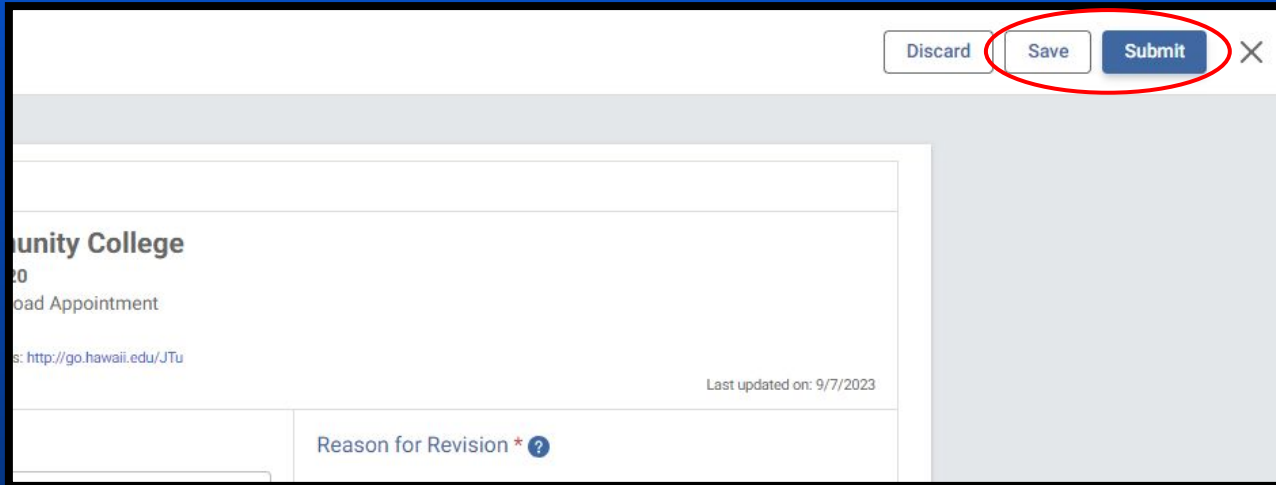
Form 20 to Hire (Reference Guide)

Type of Appointment	Lecturer Hire
Lecturer Pool List	Check the box if the lecturer is in the Pool List
Step	Select appropriate Step Placement <i>(The placement that is on the latest Initial Step Placement or Lecturer Step Update forms.)</i>
Cost per TE	Choose appropriate cost per TE based on the step chosen
Total TEs	Write the total number of TEs the lecturer will be teaching
Total Credits	Write the total number of Credits the lecturer will be teaching
Total Compensation	Calculate the total compensation for the employee <i>(This can be calculated by: <u>Number of TEs x Cost per TE</u>)</i>
Memo/Letters	Choose appropriate memo/letter if applicable
Attachments	Upload signed offer letter

Form 20 to Hire (Reference Guide)

Type of Appointment	Lecturer Hire
Additional Memo/Letters/Forms	Upload additional documents as needed
Attachments	Upload additional documents as needed
Course Title	List Course Title <i>(Write out each course, even if the lecturer is teaching multiple sections of the same course)</i>
Start Date	Write out the start date
End Date	Write out the start date
TEs	Write out the number of TEs for each course
Credits	Write out the number of Credits for each course
Cross-Listed Course	Write the course name if cross-listed (if applicable)
Cancellation?	Check this box for a cancelled class.

Form 20 to Hire



The image shows a screenshot of a web form interface. At the top right, there are three buttons: 'Discard', 'Save', and 'Submit', followed by a close icon (X). The 'Save' and 'Submit' buttons are circled in red. 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'. A field labeled 'Reason for Revision * ?' is also visible.

Once all information is filled out, click **Save**, then review all of your information.

Once you've reviewed and made sure all information is correct, click **Submit**.



Part 3 of 3: Onboarding, Offboarding, and Lecturer Step Update

Recap

We have so far discussed:

- ✓ Job Advertisements
- ✓ Job Applications
- ✓ Offer Letters
- ✓ Hiring Paperwork
- ✓ Form 20s
- ✓ Paperwork Tracking System

Learning Outcomes

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

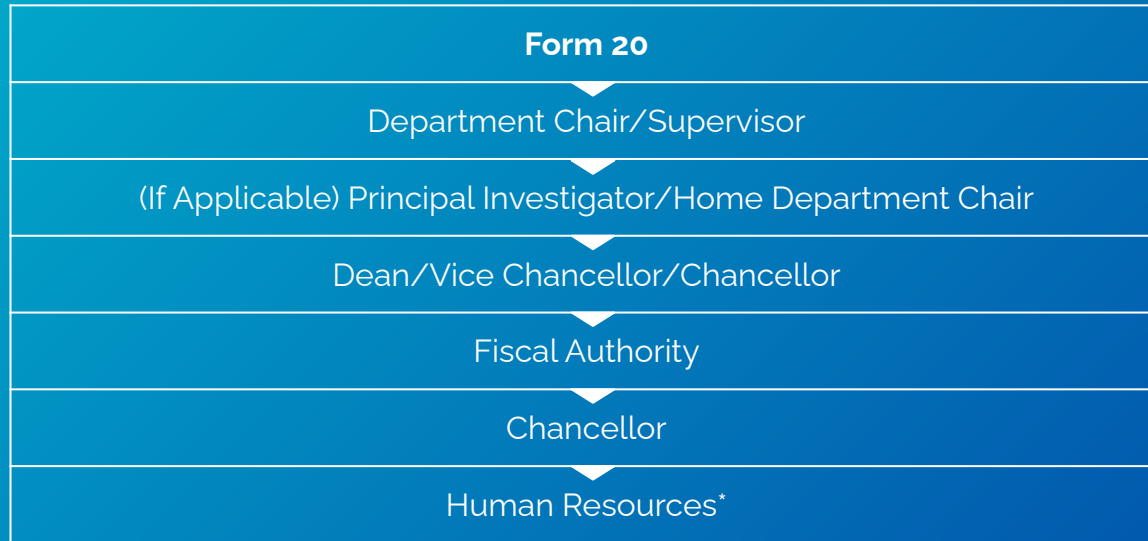
1. Onboarding
2. Lecturer Step Updates
3. Viewing & Downloading PNFs and Form 6s
4. Managing Changes to Appointment
5. Offboarding

Lecturer Hire

Onboarding

Onboarding Process

Once the Lecturer has accepted and signed the offer letter, the Department POC will complete the **KapCC Form 20** and route for approval:



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

Onboarding Process

Payroll Notification Form

University Of Hawaii PNF date: 01/18/2024

SSN: XXX-XX-XXXX Name: [REDACTED] Document number: [REDACTED]

Job Data Trans Nbr: [REDACTED] Empl ID: [REDACTED]

P/R: F94 Warrant Distrib: 921 Ret/FICA: 24 H1 UH Appt Dt: 08/01/2019 Appt From/To: 01/16/2024 05/31/2024

Find 1 of 1 Last

P/A	Description	Effective Date	Partial Pay Info	Pos No	Empl Rcd
PAY 440	440 PAY ADJ OTH - FLAT AMOUNT	01/16/2024		0002LECB	0

22837435 KAPIOLANI CC / GEN-LANGUAGE ARTS / ENGLISH AS A SECOND LANGUAGE

PSP Type	PSP To Date	PSP Amount

From Position	Find	First	1 of 1	Last	To Position	Find	First	1 of 1	Last
Empl Rcd 0					Empl Rcd 0				
Position Title Lecturer, CC, A					Position Title Lecturer, CC, B				
Position Number 0002LECA					Position Number 0002LECB				
Salary Grade L2					Salary Grade L2				
Step A Credit Hours 8.330					Step B Credit Hours 8.330				
FTE 0.555333					FTE 1.000000				
BU 07					BU 07				
Monthly Salary 3,369.04					Monthly Salary 4,050.23				

Annual: 15,160.68	Annual: 18,226.08	BU: 07
Semi-mo: 1,684.52	Semi-mo: 2,025.12	FTE: 1.000000

Pay Account Find First 1 of 1 Last

Pay Type	Account Code	Percent	Semi month amt	NTE Date	Position Number
BASER	KA	1.00000	2,025.12		0002LECB

Comments: (EmplRcd: 0; 01/18/2024 09:54) SPR24 [REDACTED] 7CR/8.33TEs)Total:8.33TEs@\$2,188/TE
 Step placement from A to B. Effective 1/16/23
 This appt. ends May 31, 2024, unless the employment is term. prior to end of Spring semester

The personnel action(s) shown above have been processed and/or approved in compliance with Board of Regents policies and applicable statutes and regulations.

Approver	Date
Jacie Van de Zilver (Initiator; EmplRcd 0)	
Justin Kashiwaeda (Fiscal Admin)	01/18/2024 9:10:54.000000AM
Darshit Dave (Appointing Officer)	01/18/2024 9:54:19.000000AM

[Return to Search](#)

PNF is generated following Chancellor's or Designee's approval.
 PNF is processed by the Payroll Office.

Onboarding Process

Form 6 (Casual & Overload) University Of Hawaii Form 6 Date 01/18/2024

SSN XXX-XX-██ Empl ID ██████████ Document number 230863

Pay Class SM Job Data Trans Nbr 131390

Action/Reason

Rcd No	P/A	Reason Code	Description	Effective Date	Position Number
0	REH	019	019 REHIRE	03/04/2024	CASUAL

Appointments (all)

Rcd No	Position Number	Position Title	FTE	Appointment Period From	To	Compensation Rate	Frequency
0	CASUAL	Casual Lecturer, CC, A	0.591660	03/04/2024	05/03/2024	16,152.500000	T

Account Information

Rcd No	Pay Type	Account Code	Distrb %
0	BASER	KA1139352	100.000

Work Location & Payroll Information (all)

Rcd No	EAC	BU	Ret	FICA	P/R	WD
0	22838447	CL	NO	K0	FF2	937

Job Comment

Requested by ██████████
Spring 2024: ██████████ (2CR/TE); ██████████ (4CR/6.875TE)
Total: 8.875 TEs @ \$1820/TE.

The personnel action(s) shown above have been processed and/or approved in compliance with Board of Regents policies and applicable statutes and regulations.

Approver: Hunter Kirihara (Initiator) Date: 01/18/2024 9:12:54.000000AM
Justin Kashiwaeda (Fiscal Admin) Date: 01/18/2024 9:13:12.000000AM

Form 6 is generated after short-term appointments are approved.
Form 6 is processed by Business Office.

Onboarding Process



Employee Name	Employee Email	Employee ID	
[REDACTED]	[REDACTED]@hawaii.edu	[REDACTED]	
Administrative Unit	Department		
[REDACTED]	[REDACTED]		
Semester	Step	Number of TEs taught	
Spring 2024	Step [REDACTED]	[REDACTED]	
Effective Date	Appointment Period: Start Date	Appointment Period: End Date	
January 16, 2024	January 8, 2024	May 31, 2024	
Supervisor	Supervisor Email	Department Contact	Department Contact
[REDACTED]	[REDACTED]@hawaii.edu	[REDACTED]	[REDACTED]@hawaii.edu

Once the PNF or Form 6 has been approved, a **Welcome Email** will be sent to the employee via KualiBuild.

Onboarding Process

Aloha and Welcome!

This email is for Lecturers teaching for the Fall/Spring semester.

PLEASE READ THIS CAREFULLY!

You are required to check and/or complete the following items on or within the first 5 days of your appointment period (September 1 for Fall; January 16 for Spring).

1. **UH Email Address:** If you do not have an active UH Email address, please go to: www.hawaii.edu/username/ to either get a UH Username or re-activate your username.
2. **Hawaii Information Portal (HIP):** Please log in to HIP (hihpsso.hip.hawaii.gov/) and complete the following:
 - 2.a. **Enroll in Direct Deposit:** 9-digit routing number, Bank Account Number, and Account Type (Checking or Savings). *If your direct information is already entered and looks correct, no further changes are needed. If you do not see your information, please enter it.*
 - 2.b. **Check Tax Information:** You will need to enter or update your tax information. It may be at a default status i.e. single and "zero" for tax withholding. *For federal tax withholding, you may use [IRS Tax Withholding Estimator](#) for your reference.*
 - 2.c. **Designation of Beneficiary for unpaid wages:** Enter in your Beneficiary's Social Security Number, and Beneficiary's Address.
 - 2.d. **Note:**
 - 2.d.i. If you are continuing from the Fall semester, please double-check the information.
 - 2.d.ii. If you do not have access to HIP, please wait 24 hours to try again before reporting it to the Department.
3. **To view PNF or Form 6:**
 - 3.e. Please login to PeopleSoft (ps.hawaii.edu) > Click on **Employee Change Summary** to view PNF and/or Form 6 ([User Guide](#)).
 - 3.f. Check your appointment, salary information, remarks/comments for a list of courses taught along with Credits/TEs, etc. If you find any discrepancies, please report them to the Department Secretary.

- 3.g. Important Note: You need a UH virtual private network (**VPN**) to access PeopleSoft if working outside of UH Campus Network (www.hawaii.edu/its/banner/vpn/). If you are not able to log in, please wait 24 hours and try again.
4. **KapCC Employee ID Card (optional):** Please complete the Kapiolani Community College ID Card Request Form: <https://go.hawaii.edu/2LB>. Please allow 2-3 business days before picking up ID.
5. **Employee Parking (optional):** Please complete the the following link to request for a parking permit: <https://go.hawaii.edu/pL2>
6. **Voluntary Programs** (Employee to complete and submit directly to Plan Administrator)
 - 6.h. **Lecturers with 8 TEs or more:**
 - 6.h.iii. 457 Deferred Compensation Plan (Island Savings Plan): <https://go.hawaii.edu/yQz>
 - 6.h.iv. Flexible Spending Account (Island Flex): <https://go.hawaii.edu/ABS>
 - 6.i. **Lecturers with less than 8 TEs:**
 - 6.i.v. 403(b) Tax Sheltered Annuity Program: <https://go.hawaii.edu/eQy>
 - 6.i.vi. HI529 (Hawaii College Savings Program): <https://go.hawaii.edu/uQy>
7. **Notices:** Acknowledge "**General Confidentiality Notice**" and "**Part-time and Temporary Medical and Prescription Drug Plan**". Link to both: <https://go.hawaii.edu/2Lw>.
8. **Form:** Complete "**Conflict of Interest Form**": <https://research.hawaii.edu/orc/kbCOI/>
9. **Trainings:**
 - 9.j. Please complete the **UH Information Security Awareness Training (ISAT) Certification:** <https://go.hawaii.edu/2Lw>.
 - 9.k. Please complete **Title IX Training:** <https://go.hawaii.edu/NL2>. Please send a copy of the Certificate of Completion to kapcchr@hawaii.edu.

It includes appointment period and items to be completed within 5 days of the start date of the appointment.

Onboarding Process

Paperwork Tracking System - Lecturer

File Edit View Insert Format Data Tools Extensions Help

100% 123 Default... 14

Reference Sheet

A	B	C
Reference Sheet		
	Pending Paperwork	Paperwork required to generate a PNF/Form 6 is pending
PNF/Form	Processed	Form 20 was processed and hire transaction was submitted in PeopleSoft
	Approved	Hire transaction was approved by all authorities including Fiscal Authority, Appointing Officer and Principal Investigator (if any)
Lecturer Pool	In the pool 😊	Lecturer has submitted a complete application on NeoGov which is reviewed and approved by Department Chair
	Not in the pool 😞	Lecturer has not submitted a complete application on NeoGov. Therefore, the candidate cannot be hired.
Appointment Type	Lecturer (New Hire)	Lecturer hired for the first time or hired after not teaching for two semester
	Lecturer (Re-Hire)	Lecturer re-hired from Fall to Spring or Fall to Fall
	Year Round Lecturer (New)	Lecturer appointed as a Year-Round Lecturer for the first time
	Year Round Lecturer (Reappointed)	Lecturer re-appointed as a Year-Round Lecturer
	Year Round Lecturer (Continued)	Lecturer continuing as a Year-Round Lecturer from Fall to Spring or Spring to Fall
	Faculty Overload	Faculty teaching additional classes
	Graduate Assistant Overload	Graduate division teaching additional classes
Hiring Paperwork	Pending	Paperwork not submitted by Department to HR
	Original Pending	Paperwork submitted by Department to HR but original copy is pending (used for ERS-1A and PTS)
	Revision Pending	Paperwork submitted by Department to HR but due to some changes in information (such as no of TEs) a revised copy is yet to be submitted
	Incomplete	Paperwork submitted by Department to HR but is incomplete or has missing information
	Received	Paperwork submitted by Department to HR
	Processed	Paperwork reviewed by HR
	Mailed	Paperwork mailed out by HR to ERS, EUTF, NBS, UHPA etc.
	N/A	Paperwork is not required or applicable due to Appointment Type

Welcome Email
Sent
Not Sent
Sent
Sent
Sent
Not Sent
Sent
Not Sent

Welcome Email column now added to the [Paperwork Tracking System](#).

Onboarding Process

Managing your UH Username

UH Username Management

Modify various aspects of your UH Username, including your password and personal homepage. You can also view your UH ID number in this site.

This site is unavailable from 2:00AM to 4:30AM for backups.

[Manage UH Account](#)

[One-Step Password Change](#)

New to UH?

Once you have been accepted to a UH campus, you can create a UH username. [More info on UH Username online services.](#)

[Get a UH Username](#)

Having trouble logging in?

If you are unable to log in or forgot your password, check your account status.

Need help with accessing your account?

If you do not remember your secret questions, contact the [ITS Help Desk](#) at help@hawaii.edu or (808) 956-8883.

Establish Employee UH Username

- Various online services, such as Google email, can be accessed through UH username
- Former UH students will have the same username and ID number when they become an employee
- Those who have not been in any type of UH affiliation will need to generate a UH username by clicking the “**Get a UH Username**” button

Establish Employee UH Username and Multi-Factor Authentication (MFA)	<input type="checkbox"/> Yes (Required for New Hire; Online Only)	<input type="checkbox"/> No (Returning Lecturers)
--	---	---

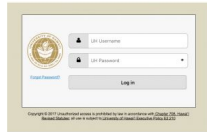
Onboarding Process

UH Login

What is UH Login?

UH Login is the new standard web login screen for the University of Hawai'i. Many UH services, such as Google@UH and KFS, already use UH Login, and over time we expect many more online services to use it as well.

UH Login is a *single sign-on (SSO)* service, so once you have logged into one UH Login-enabled service, you won't usually need to login to other UH Login-enabled services for a couple hours.



UH Login supports Multi-Factor Authentication (MFA). MFA uses a registered mobile phone, landline, or hard token to provide an added level of protection. With MFA, no one can login using just your UH Username and password, they would also need your registered device. Once you sign up for MFA, you will be prompted for your registered device after providing your usual UH Username and password for any web service using UH Login. You can check the *Remember me for 1 day* box so that you will not be prompted for your registered device the remainder of the day within the web browser being used.



Image courtesy of UMIT

Multi-Factor Authentication (MFA)

- Set up authentication method for UH login
- Precautionary measure meant to strengthen security of the UH System and system access

[Establish Employee UH Username and Multi-Factor Authentication \(MFA\)](#)

Yes (Required for New Hire; Online Only)

No (Returning Lecturers)

Onboarding Process

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

No (Lecturers continuing from Fall to Spring Semester or Year Round Lecturers)

Onboarding Process

**University of Hawai'i
Part-time and Temporary
Medical and Prescription Drug Plans
Acknowledgement**

Calendar Year: _____

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 Part-time and Temporary Medical and Prescription Drug Plans 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.

Receipt acknowledged:

Signature: _____ Date: _____

Name (print): _____

HR Representative or designee: I have provided the Part-time and Temporary Medical and Prescription Drug Plans Memo to employee on:

Date: _____ HR Rep or designee (print name) _____

Part-Time and Temporary Medical and Prescription Drug Plan Acknowledgement Form

- Online acknowledgment via **ACER** shall be completed by employees who are NOT benefits-eligible
- Acknowledgment that a medical and prescription plan was offered to part-time and temporary employees

[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)

Onboarding Process

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>.

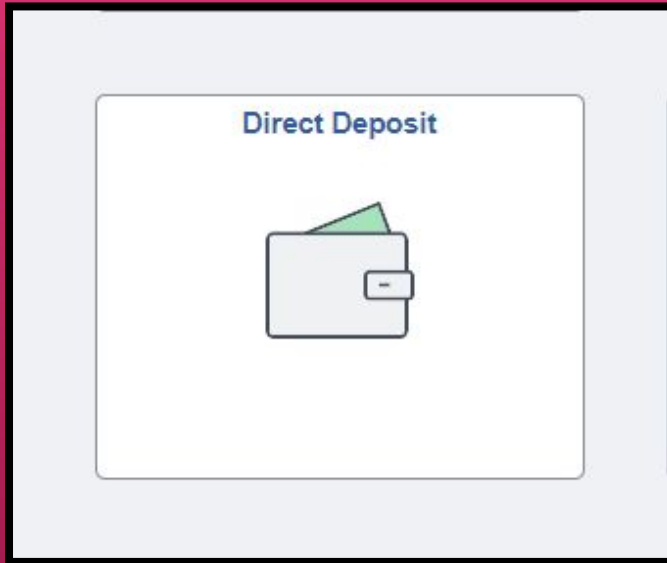
Employee Information (Submitter)

Conflict of Interest Disclosure Form

- Disclosure of any potential conflicts of interest an employee may face in their position

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>)
---	------------------------------	--

Onboarding Process



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) Within 2 to 3 Days After Hire Date)

Yes

No *(Lecturers continuing into the Spring Semester or Year Round Lecturers)*

Onboarding Process



Tax Withholding (HIP)

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

[Hawaii's 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)*

Onboarding Process



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) Within 2 to 3 Days After Hire Date)

Yes

No *(Lecturers continuing into the Spring Semester or Year Round Lecturers)*

Onboarding Process

The screenshot displays the Laulima Learning Management System (LMS) interface. At the top, there is a navigation bar with the Laulima logo and user information: Home, KAPCC HR Training, and ISAT V2. A sidebar on the left lists the course structure under the heading 'Overview': 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 contains the following text:

Worksite information

UH Information Security Awareness Training

Getting Started (IMPORTANT: PLEASE READ!)

To begin, click on Lesson 1: Data Governance at UH on the left menu.

There are five lessons, each with a corresponding quiz at the end of each lesson. The lessons are not connected so you can take them in any order. It is recommended that you take the lessons in order, but you are not required to do so.

Laulima is not able to generate a message announcing when you have completed the ISAT. To confirm you are done, look for a message next to each completed quiz along with a corresponding score under the "Grade" column.

The ISAT requires a passing score of 70% or higher. This is a combined percentage based on the results of all five lessons. A score of 70% or higher is indicated by a checkmark and a score in parentheses next to your Course Grade (e.g., B (80%). If you have a combined score of less than 70%, please retake the lessons. Quiz answers may be saved and you may return at a later time to complete the quiz. Please note, however, that your score **will not be considered complete** and you may need to retake lessons outside of that 60-day window.

Information Security Awareness Training (ISAT)

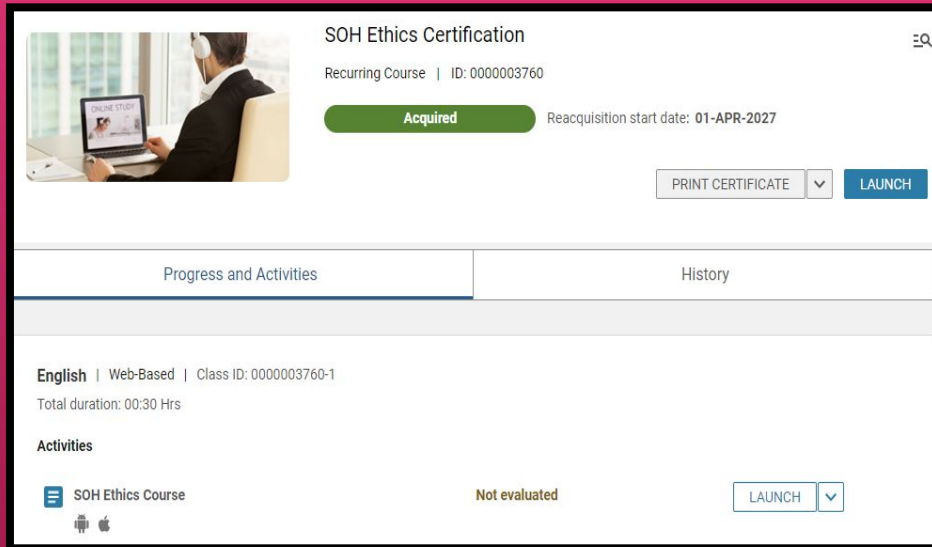
- Required training on managing protected data for all UH employees
- Brings awareness to and reduces the risk of inadvertent exposures or inappropriate disclosures of protected data under the University's stewardship.

[Information Security Awareness Training](#)

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

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

Onboarding Process



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. The course title 'SOH Ethics Certification' is displayed, along with 'Recurring Course | ID: 0000003760'. A green 'Acquired' badge is prominent, with 'Reacquisition start date: 01-APR-2027' below it. There are 'PRINT CERTIFICATE' and 'LAUNCH' buttons. Below this is a tabbed interface with 'Progress and Activities' selected and 'History' as an alternative. The 'Progress and Activities' section shows '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.

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)

Onboarding Process

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
- To be completed every 2 years
- 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)

Onboarding Process

0366

Kapi'olani Community College
Faculty & Staff Directory Form

Please complete the "KapCC Faculty/Staff Directory Form" to add, delete, or update your information in the UH System's online directory, which can be found at: hawaii.edu/directory Also, if you are leaving the Kapi'olani Community College campus, you must complete this form to delete your name from the online directory for our campus.

Action *

Employee Name *

Q

UH Number

UH Faculty & Staff Directory (Optional)

- Form to add lecturer's information to the UH Directory

UH Faculty & Staff Directory Form	<input type="checkbox"/> Yes	N/A
---	------------------------------	-----

Onboarding Process

Kapiolani Community College ID Card Request Form

Welcome to the Kapi'olani Community College Staff & Faculty/Non-Regular Employee ID Card Request form.

Although this is an online form, onsite pickup at the Office of Student Life (OSL) in Iliahi 126 is required. The Iliahi building is the same building as Subway, near Parking Lot B.

Current employees should allow 2 business days after completing this form for the application to be processed before visiting the OSL at Iliahi 126 to pick up your Staff/Faculty/Non-Regular Employee ID Card.


Returning lecturers, casual hires, and new hires, may not receive an ID until AFTER your appointment starts. Please allow for 2 business days after your appointment starts, regardless of when you submit this form, before visiting OSL at Iliahi 126 to pick up your Staff/Faculty/Non-Regular Employee ID Card.

From August 21, 2023, OSL will be open Monday, Tuesday, and Friday from 8:00 am – 2:00 pm. Wednesday and Thursday, OSL will be open from 9:00 am - 4:30 pm. OSL is CLOSED on holidays and weekends. OSLs updated hours can always be found on their website:

KapCC Employee ID Card (Optional)

- Complete the Kapiolani Community College ID Card Request Form:
<https://go.hawaii.edu/2LB>.
- Please allow 2-3 business days before picking up ID.

Onboarding Process



The screenshot shows a web form for requesting an employee parking permit. At the top, there is a green header with the University of Hawaii System logo and name. Below the header, the form is titled "Kapi'olani Community College Employee Parking Permit Request" and includes a reference number "2626". A welcome message and the permit's effective dates (September 01, 2023 to August 31, 2024) are displayed. The form is divided into several sections: "Requestor's Name" (Jacie L Van de Zilver), "Position Title", "Phone Number" ((808) 123 -4567), "Which Office does your Department/Program directly fall under?" (a dropdown menu), "Department/Program Name", "Campus Mail Location" (a dropdown menu), and "Supervisor's Name" (Captain Crunch).

2626		
Kapi'olani Community College Employee Parking Permit Request		
Welcome to the Kapi'olani Community College Staff & Faculty Parking Permit Application. The Permit you are applying for is effective for the period of September 01, 2023 through August 31, 2024.		
Requestor's Name Jacie L Van de Zilver	Position Title *	Phone Number * ⓘ (808) 123 -4567
Which Office does your Department/Program directly fall under? *	Department/Program Name *	Campus Mail Location * ⓘ ---
Supervisor's Name * ⓘ Q Captain Crunch		

Employee Parking (Optional)

- This form allows employees to request a parking permit.
- Parking permits are required if parking on campus.
- <https://go.hawaii.edu/pL2>


Voluntary Programs

Effective April 1, 2022, Empower officially acquired the full-service retirement business of Prudential. For more details, review the important information associated with the acquisition [🔗](#)

[Contact Us](#) | [Board of Trustees](#) | [News](#) | [Join the Plan](#) | [Register/Log In](#)

ISLAND SAVINGS PLAN

[Home](#) | [Your Plan](#) | [Investments](#) | [Get Started](#) | [Forms](#) | [Counselors](#)



PREPARE...

For the kind of future you want with the Island Savings Plan.

[Get Started Now](#)

STATE OF HAWAII 2023 EMPLOYEES' BENEFITS FAIR LOOKBACK

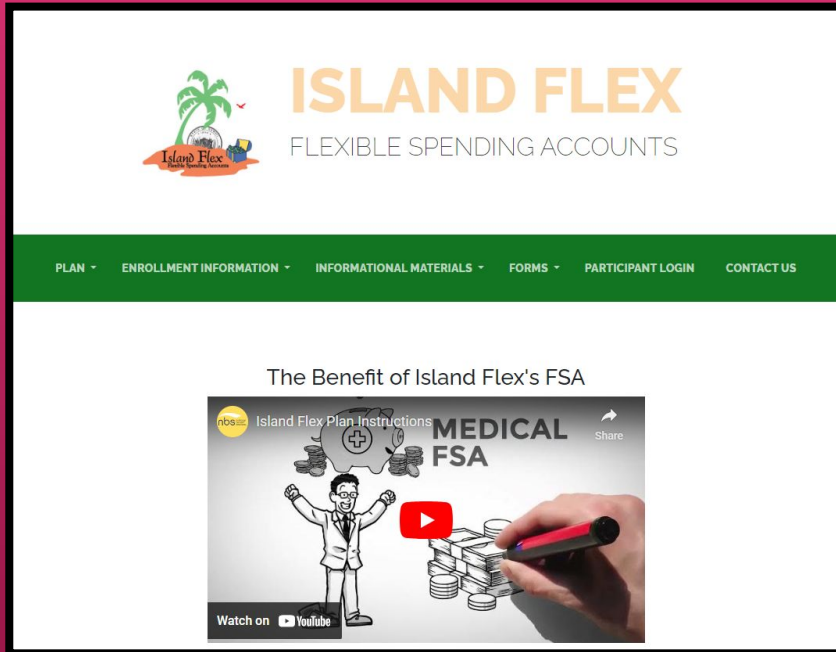
If you missed the 2023 State of Hawaii Employees' Benefits Fair – or if you want to revisit some of the topics covered – visit the [Benefits Fair Lookback](#). Here you will find helpful links to many of our benefits providers as well as videos, brochures and fact sheets.

[Visit the Benefits Fair Lookback](#) [🔗](#)

457(b) Deferred Compensation Plan (Island Savings Plan or IS\$P)

- Limited to benefits-eligible employees
- A retirement savings plan
- Contributions are pre-tax
- Employee to complete and submit enrollment form directly to Plan Administrator, Empower

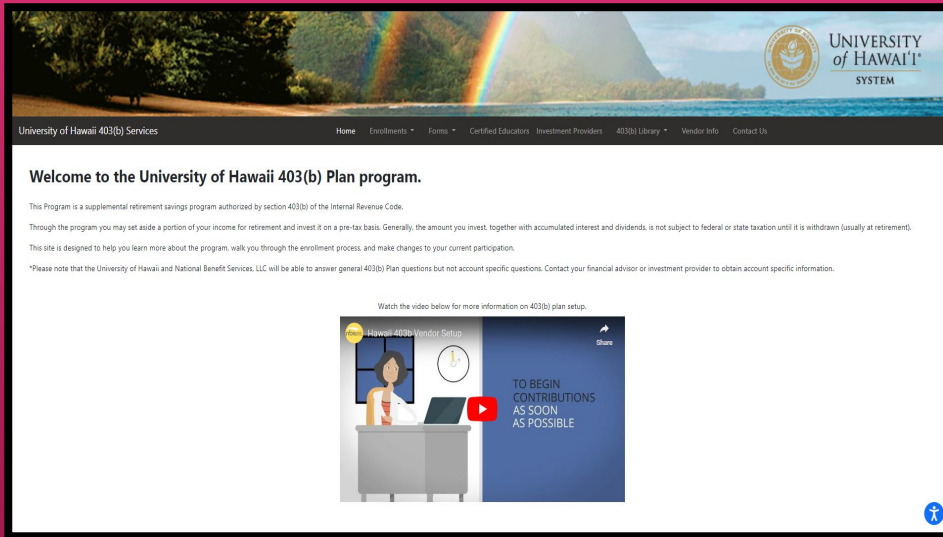
Voluntary Programs



Flexible Spending Account (Island Flex)

- Limited to benefits-eligible employees
- Provides employees with a way to pay for their eligible **health care expenses** and **dependent care expenses** with tax-free money.
- Employee to complete and submit enrollment form directly to Plan Administrator, National Benefit Services (NBS)

Voluntary Programs



University of Hawaii 403(b) Services

Home Enrollments Forms Certified Educators Investment Providers 403(b) Library Vendor Info Contact Us

Welcome to the University of Hawaii 403(b) Plan program.

This Program is a supplemental retirement savings program authorized by section 403(b) of the Internal Revenue Code.

Through the program you may set aside a portion of your income for retirement and invest it on a pre-tax basis. Generally, the amount you invest, together with accumulated interest and dividends, is not subject to federal or state taxation until it is withdrawn (usually at retirement).

This site is designed to help you learn more about the program, walk you through the enrollment process, and make changes to your current participation.

*Please note that the University of Hawaii and National Benefit Services, LLC will be able to answer general 403(b) Plan questions but not account specific questions. Contact your financial advisor or investment provider to obtain account specific information.

Watch the video below for more information on 403(b) plan setup.

Hawaii 403(b) Vendor Setup

TO BEGIN CONTRIBUTIONS AS SOON AS POSSIBLE

403(b) Tax Sheltered Annuity Program:

- A retirement savings plan
- Allows employees to contribute a portion of their compensation on a pre-tax and/or post-tax (Roth) basis. (Can only do both if benefits eligible)
- Employee to complete and submit enrollment form directly to Plan Administrator, National Benefit Services (NBS)

Voluntary Programs

HI529
Hawaii's College Savings Program

Enroll Now ▶

Login

Features & Benefits Investment Options Planning Manage Accounts

Make a college savings splash

Open a HI529 account today and save more for your child's future education.

Get Started ▶

Get educated.

Sign up to receive more information about saving with HI529.

Learn More ▶

HI529 (Hawaii College Savings Program):

- Assists families in saving for college
- Contributions are post-tax
- To enroll, open an account at www.hi529.com
- Administered by State of HI Dept of Budget & Finance

Lecturer Hire

Payroll Deadlines and Lecturer Pay Dates

Lag Payroll Deadlines

LAG PAYROLL - F53, F54, F57, F58, F67, F68, F94, F95, F65, F66						
KAPI'OLANI COMMUNITY COLLEGE INTERNAL PAYROLL DEADLINE FOR CALENDAR YEAR 2024						
PAY PERIOD	PAY DATE	PEOPLESOFT (PS) APPROVAL WORKFLOW DUE DATE				FRINGE D55s, Meals, T/A to Payroll by 11:00am & submit to HR by 8:00am
		Personnel and Position Management Change Forms submit to HR by 9:00am	HR to submit into PeopleSoft by 9:00am	Fiscal Authority Approve in PeopleSoft by 9:00am	Appointing Officer Approve in PeopleSoft by 9:00am	
01/01/24 - 01/15/24	01/19/24	12/18/23	12/21/23	12/26/23	12/27/23	12/28/23
01/16/24 - 01/31/24	02/05/24	01/02/24	01/05/24	01/10/24	01/11/24	01/12/24
02/01/24 - 02/15/24	02/20/24	01/16/24	01/19/24	01/26/24	01/29/24	01/30/24
02/16/24 - 02/29/24	03/05/24	02/01/24	02/05/24	02/09/24	02/12/24	02/13/24
03/01/24 - 03/15/24	03/20/24	02/16/24	02/20/24	02/27/24	02/28/24	02/29/24
03/16/24 - 03/31/24	04/05/24	03/01/24	03/04/24	03/12/24	03/13/24	03/14/24
04/01/24 - 04/15/24	04/19/24	03/18/24	03/21/24	03/27/24	03/28/24	04/01/24
04/16/24 - 04/30/24	05/03/24	04/01/24	04/04/24	04/11/24	04/12/24	04/15/24
05/01/24 - 05/15/24	05/20/24	04/16/24	04/19/24	04/26/24	04/29/24	04/30/24
05/16/24 - 05/31/24	06/05/24	05/01/24	05/06/24	05/13/24	05/14/24	05/15/24
06/01/24- 06/15/24	06/20/24	05/16/24	05/20/24	05/28/24	05/29/24	05/30/24

Lag Payroll Deadlines - 2024 ([Click here](#))

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

After-the-Fact Payroll Deadlines

AFTER-THE-FACT (ATF) PAYROLL - F55, F59, F69, F77, F78, F6N, F6O						
KAPI'OLANI COMMUNITY COLLEGE INTERNAL PAYROLL DEADLINE FOR CALENDAR YEAR 2024						
PAY PERIOD	PAY DATE	PEOPLESOFT (PS) APPROVAL WORKFLOW DUE DATE				FRINGE
		Personnel and Position Management Change Forms submit to HR by 9:00am	HR to submit into PeopleSoft by 9:00am	Fiscal Authority Approve in PeopleSoft by 9:00am	Appointing Officer Approve in PeopleSoft by 9:00am	D55s, Meals, T/A, LWOP to Payroll by 11:00am & submit to HR by 8:00am
12/16/23 - 12/31/23	01/19/24	12/18/23	12/21/23	12/26/23	12/27/23	12/28/23
01/01/24 - 01/15/24	02/05/24	01/02/24	01/05/24	01/10/24	01/11/24	01/12/24
01/16/24 - 01/31/24	02/20/24	01/16/24	01/19/24	01/26/24	01/29/24	01/30/24
02/01/24 - 02/15/24	03/05/24	02/01/24	02/05/24	02/09/24	02/12/24	02/13/24
02/16/24 - 02/28/24	03/20/24	02/16/24	02/20/24	02/27/24	02/28/24	02/29/24
03/01/24 - 03/15/24	04/05/24	03/01/24	03/04/24	03/12/24	03/13/24	03/14/24
03/16/24 - 03/31/24	04/19/24	03/18/24	03/21/24	03/27/24	03/28/24	04/01/24
04/01/24 - 04/15/24	05/03/24	04/01/24	04/04/24	04/11/24	04/12/24	04/15/24
04/16/24 - 04/30/24	05/20/24	04/16/24	04/19/24	04/26/24	04/29/24	04/30/24
05/01/24 - 05/15/24	06/05/24	05/01/24	05/06/24	05/13/24	05/14/24	05/15/24
05/16/24 - 05/31/24	06/20/24	05/16/24	05/20/24	05/28/24	05/29/24	05/30/24

After-The-Fact Payroll Deadlines - 2024 ([Click here](#))

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

Payroll Deadlines

Example				
Type	Effective Date	Pay Period	Dept. Deadline to Submit Paperwork	Pay Date
Lag	1/16/2024	1/16 - 1/31	1/2/2024	2/5/2024
After-The-Fact	3/04/2024	3/1 - 3/15	3/1/2024	4/5/2024

FAQ's

When can the employee expect to receive the first paycheck?

- Paychecks are generally issued 2 weeks after the start of the appointment period, although it may take longer depending on the situation.

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 is recommended to set-up direct deposit within first 5 business days from effective date of hire.

Lecturer Hire

Lecturer Step Placement Update

Lecturer Step Placement Update

- Upon crossing the corresponding credit threshold, lecturers will be responsible for submitting their **Lecturer Step Placement Update Form** with the appropriate forms and supporting documentation.
- Lecturer step placement updates are **NOT** automatic.



Lecturer Step Placement Update

The Lecturer Step Placement Update Form and supporting documents should be submitted to the Dean's Office by the following dates:

- **March 15** for the subsequent **FALL** semester update
- **October 15** for the subsequent **SPRING** semester update

NOTE: In-process credits will be counted for an application filed by the step advancement deadline.

Lecturer Step Placement Update

- Official documentation of courses taught must be attached to the form in order to receive credits.
- Lecturer must verify the following:
 - Year
 - Semester
 - Course Alpha
 - Course Number
 - Course Title
 - Credits

Lecturer Step Placement Update Form

Submit by October 15 for Spring semester update and by March 15 for Fall. Step placement updates will be based on information submitted by these deadlines.

I certify that these credits were taught subsequent to my initial placement and are not duplicative of information previously provided to any other UH Community College campus.

Signature of Lecturer

Date

FOR OFFICE USE ONLY: Date of last update: _____ Total credits as of last update: _____

Non-UH Credits approved as of last update: _____ Credits approved this update: _____

Total cumulative credits: _____ Step Placement: _____ Effective (Sem/Yr): _____

Signature of Dean

Date


Name

Revised
5/14/20

Bottom of the page is to be filled out by the appropriate Dean.

Lecturer Step Placement Update Memo

Office of Academic Affairs
Dean of Health Academic Programs

 UNIVERSITY OF HAWAII
KAPIOLANI
COMMUNITY COLLEGE

MEMORANDUM

September 19, 2019

TO: [REDACTED]
Health Sciences Department

FROM: [REDACTED]
Dean of Health Academic Programs

SUBJECT: Lecturer Step Placement Update Form

We are in receipt of your request to update your lecturer step placement. It has been determined that you have earned a total of 77 credits from Fall 2014 to Spring 2017.

You should be receiving a Payroll Notification Form (PNF) soon, delineating your updated credits indicating a Step Movement to Step B effective Spring 2020.

Please contact your department chair if you have any questions.

LR:ku

xc: [REDACTED] Department Chair
✓HR

NOTE: For the **Step Update Memo**, please print on Dean's letter head

Hiring a Lecturer

Managing Changes & Offboarding

Managing Changes to Appointment

Change	Reason	Documents Required
TE	Increase in TEs (From less than 8 TEs To 8 or more TEs)	Revised Form 20, ERS-1, ERS-1A, EC-1, Life Insurance
	Decrease in TEs (From 8 or more TEs to less than 8 TEs)	Revised Form 20, Form SSA-1945 (job not covered by SS), PTS Form, PTS Acknowledgement
Account Code	From KA1122334 (100%) To KA1133445 (60%) & KA6655443 (40%)	Revised Form 20

NOTE: Hiring Department must submit revised Form 20 for cancellations and other changes in appointment details

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 and Appointing Authority* acknowledge that resignation was received and accepted with signature and date <p>*Appointing Authority refers to the Executive/Manager (Dean, VC, Chancellor) overseeing the departments.</p>
Termination	<ul style="list-style-type: none">● HR processes the termination through PeopleSoft

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

Offboarding

Offboarding Action	Type of Lecturer	Procedure
Health Benefits	Semester	● Fall: Health benefits coverage ends 1/15 COB
		● Spring: Health benefits coverage ends 5/31 COB
	Year-Round	● L-1 Form submitted to EUTF

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

L-1 Form Authorized LWOP

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND (EUTF) AUTHORIZED LEAVE OF ABSENCE WITHOUT PAY (L-1)	
Employee's Name (Last, First, MI.):	Dates of Authorized Leave of Absence Without Pay (LWOP):
Monthly Employee Contributions: Your monthly employee contributions are listed on the following Premium Contribution pages – 1) all BUs employees, 2) HSTA VB members. If you do not know what plans you are in, you can determine your employee contribution each pay period by reviewing a recent pay stub prior to your leave without pay and within the same fiscal year. Double these amounts to determine your monthly amount to forward to the EUTF. If you need further assistance, please contact the EUTF at 586-7390 or toll free at 1-800-295-0089 option 3.	Please review your pay statement each pay period to check if premiums were deducted. If premiums are not deducted, please submit your portion of the premiums to the EUTF to avoid cancellation of your plans. For questions regarding your account balance, contact EUTF Accounting at 586-7390 or toll-free at 1-800-295-0089, select option 3.

*Premiums and contributions may change every July 1.

If your leave is expected to last more than 30 days, you have two options to choose from:


- (1) **Voluntarily cancel your health benefit plan enrollments due to leave without pay.**
 - a. You must complete an EC-1 or EC-1H form within 45 days from the start of your leave of absence without pay to cancel your plans. The effective date of the cancellation shall be the end of the pay period during which the leave of absence without pay begins. All plans will be canceled except for the life insurance plan.

Year Round Lecturer is put on **LWOP from 6/1 to 8/31** and has 2 options:

- Voluntarily cancel health benefits due to LWOP by submitting an EC-1 form; OR
- Continue enrollment during the period 6/1/20xx to 8/31/20xx by paying the premiums, by the 1st of each month, directly to EUTF.

L-1 Form ([Click Here](#))

L-1 Form Authorized LWOP

 UNIVERSITY of HAWAII SYSTEM

Maria Gamboa <mcag@hawaii.edu>

L-1 for Summer 2023 and EUTF Rates for 2022 and 2023

Maria Gamboa <mcag@hawaii.edu> Fri, Apr 28, 2023 at 8:43 AM
To: [REDACTED]@hawaii.edu

Hello [REDACTED],

Please find attached a copy of the Form L-1 that was sent to EUTF notifying them of your Authorized Leave of Absence without Pay (LWOP) from 6/1/2023 to 8/31/2023. Moreover, I have attached the EUTF rates for FY 2022/2023 and FY 2023/2024. Please remember that the rates will change effective July 1, 2023.

Please ensure to review Form L-1 and follow the instructions accordingly. You will have the following 2 options during this period (6/1/2023 to 8/31/2023):


1. Voluntarily cancel your health benefits due to leave without pay by submitting an EC-1 form.

OR




2. Continue your enrollment during the period 6/1/2023 to 8/31/2023 by paying the premiums, by the first of each, directly to EUTF. Please refer to your pay stub for calculating your premium or you can also contact EUTF.

Detailed information can be found on Form L-1. If you have any questions or concerns, please do not hesitate to contact me.

Thank you,
Maria

 Maria Chaterine A. Gamboa, M.Ed.
Human Resources Specialist
Kapʻolani Community College, Human Resources Department
4303 Diamond Head Road, ʻĪlima 209, Honolulu, HI 96816
Phone: (808) 734-9769 | Fax: (808) 734-9546
Website: www.kapiohawaii.edu
Pronouns: she/her/hers

3 attachments

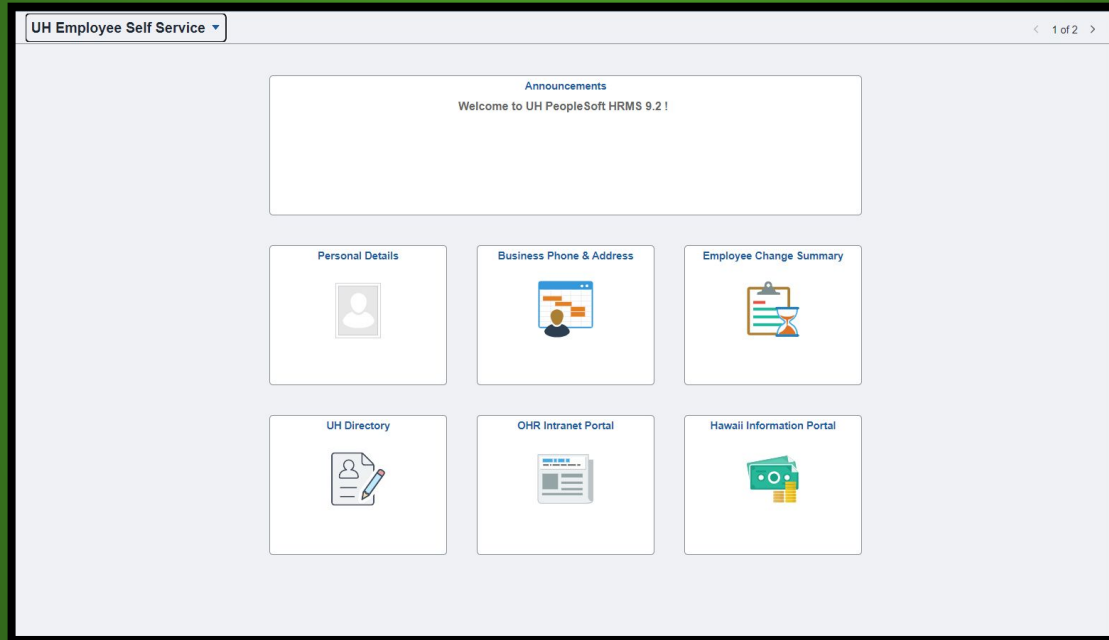
-  L-1 Form for [REDACTED]_2023.pdf
442K
-  2023 Ratified Health Premiums_BU 1, 7, 10, 11, and 12.pdf
64K
-  2022 Ratified Health Premiums_BU 00-15.pdf
112K

EUTF LWOP informational email from HR to Employee



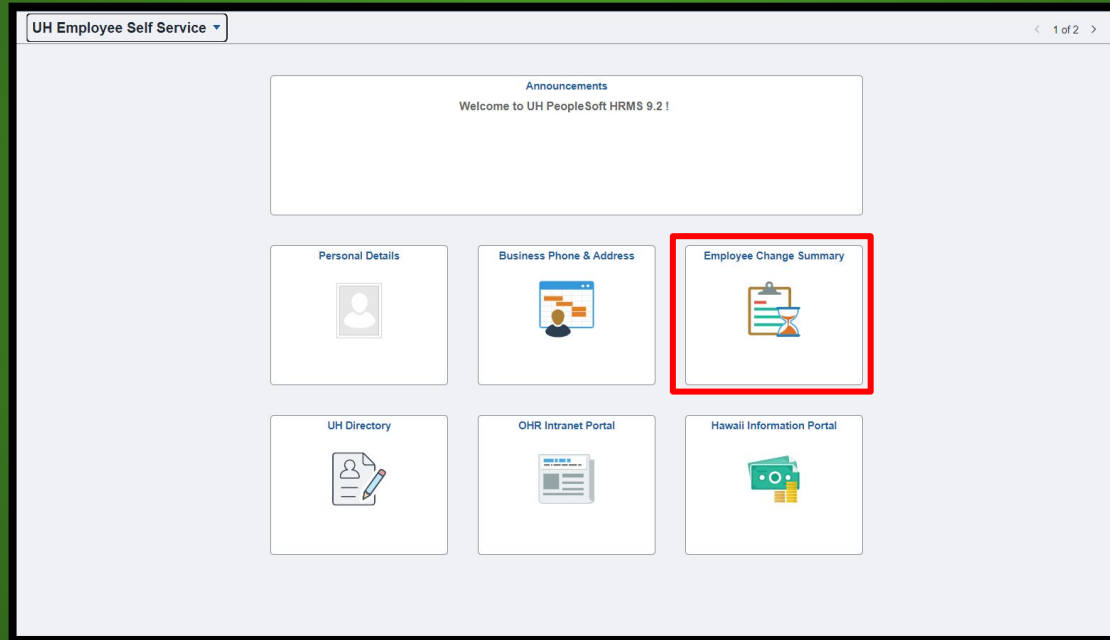
*Let's Practice:
Downloading PN7 and Form 6*

Downloading PN7 & Form 6



First login to PeopleSoft, UH Employee Self Service

Downloading PN7 & Form 6



Select Employee Change Summary

Downloading PNF & Form 6

The screenshot shows the 'Employee Change Summary' page in the Employee Self Service system. The page is for Employee ID 10110617, Jeffery Long. It displays various employment and job change details. Two red boxes highlight the 'First' link in the 'Employment Data' section and the 'View PNF' link in the 'Job Change Information' section.

Employee Self Service **Employee Change Summary**

Employee ID 10110617 Jeffery Long
Employee Record 0 Organizational Relationship EMP

Employment Data Find | View All First 3 of 48 Last

Effective Date 01/01/2021
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Reason
Job Indicator Primary Job

Position Number
Business Unit UHPSS Univ of Hawaii PeopleSoft Sys
Job Code INSTITUTIONAL SUPPORT
Department 22500210 HUMAN RESOURCES
Department Chair Not Applicable
Hire Date 03/23/2012
Regular/Temporary Regular
Full/Part Time Full-Time

Job Change Information Find First 1 of 1 Last

Transaction Number 0
Document number
Correction Doc No
Override UH-Retirement Code
Override UH-FICA Class Code
[View PNF](#)

Job Change Details

Table	Field	Original Value	New Value
1			

[Return to Search](#) [Previous in List](#) [Next in List](#)

You will then be directed to this page, to view & access the PNF click "View PNF"

Downloading PNF & Form 6

Payroll Notification Form

University Of Hawaii		PNF date:	
SSN	Name: Long, Jeffery R	Document number:	
		Empl ID:	

PIR: Warrent Distrib: Ret/FICA: UH Appt Dt:

PIA	Description	Effective Date	Partial Pay Info	Pos No
PAY 420			0	

22500210 ADMINISTRATION / VP ADMINISTRATION / HUMAN RESOURCES

PSP Type	PSP To Date	PSP Amount

From Position	To Position
Position Title INSTITUTIONAL SUPPORT	Position Title INSTITUTIONAL SUPPORT
Position Number	Position Number
Salary Grade	Salary Grade
Step	Step
FTE	FTE
BU	BU
Monthly Salary	Monthly Salary

Annual: Annual:
Semi-mo: Semi-mo:

Pay Account

You will then have this view of your PNF.

*To print: Highlight the entire page and then press Ctrl+P (PC) or Command+P (Mac) to print PNF



*Let's Practice:
Completing a Lecturer Step Update
Application*

Lecturer Step Placement Update

Scenario

Candidate wants to apply for a Lecturer Step Update for the Fall 2024 Semester

- Candidate:
 - Was initially placed at **Step A** with **49 Credits** in Spring 2023
 - Has completed their PhD since then
 - Has taught **6 Credits** in Fall 2023
 - Currently teaching **6 Credits** in Spring 2024

Lecturer Step Placement Update

**University of Hawai'i Community Colleges
For Lecturers Homebased at Kapi'olani Community College
Lecturer Step Placement Update Form**

UH ID: 2341238

Name: Candidate

First, have the employee complete the top section with their UH ID Number & Name

Lecturer Step Placement Update

Please add the following information to my lecturer step placement record:

- Credits I have taught at campuses other than those within the UH Community College system: **NOTE: Official documentation of courses taught must be attached to this form in order to receive credit.** Documentation must verify the year, semester, course alpha, course number, course title, and credits for each class taught. Examples of acceptable documentation include official memoranda from a Dean or other academic official, 5Bs or PNFs or Form 6s (both assignment and termination), or any other documentation which verifies the required information. By itself, a document dated before the class begins is not adequate.
- Advanced degree credit. **NOTE:** Official transcripts that verify the completion of all degree requirements should be sent directly from the granting institution to the Dean's office.

Period of Employment		Course Alpha	Course Number	Title	# of Sections	Creditable teaching experience—include all credits in UH system*		Non-UH System Credits (25 cr limit) (Name Institution)		Ofc. Use
Year	Sem/ Qtr					Credits	Campus	Credits	Inst.	
2024	Spring	ACC	137	Business Income Tax/2	3	KapCC				
2023	Fall	ACC	137	Business Income Tax/2	3	KapCC				

*(Credits taught at UHM/UHH/UHWO/CCES/Etc) + + =
of Credits Total

Creditable advanced degree (25 cr) is in my personnel file was requested on (date)

Submit by October 15 for Spring semester update and by March 15 for Fall. Step placement updates will be based on information submitted by these deadlines.

The employee will then write out their previous credits taught. Include the following for each course:

- Year
- Semester
- Course Alpha
- Course Number
- Course Title
- Number of sections
- Credits
- Campus where credits were taught

Lecturer Step Placement Update

I certify that these credits were taught subsequent to my initial placement and are not duplicative of information previously provided to any other UH Community College campus.

Signature of Lecturer

DD/MM/YYYY

Date

Employee will then sign and date.

Lecturer Step Placement Update

REMINDERS:

- Official Documentation of all courses must be attached with the packet
- Submit by **October 15th** for Spring semester update and **March 15th** for Fall semester update.
- Maximum limit of 25 credits for Non-UH Institutions. Refer to [Lecturer Step Placement Guidelines](#)

Lecturer Step Placement Update

FOR OFFICE USE ONLY: Date of last update:	<input type="text"/>	Total credits as of last update:	<input type="text"/>
Non-UH Credits approved as of last update:	<input type="text"/>	Credits approved this update:	<input type="text"/>
Total cumulative credits:	<input type="text"/>	Step Placement:	<input type="text"/>
		Effective (Sem/Yr):	<input type="text"/>
<hr/>		<hr/>	
Signature of Dean		Date	
<input type="text"/>			
Name		Revised 5/14/20	

The Dean of the Department will complete the bottom section of page one and submit to HR POC.


Lecturer Step Placement Update

Next Steps:

- Once the Step Update Application is approved, HR will send an approved copy of the form to the Dean and support staff.
- Dean's Office will then generate a step update memo and send it to the employee and HR .
- Finally, HR will send a confirmation email to the lecturer

Lecturer Step Placement Update Memo

Office of Academic Affairs
Dean of Health Academic Programs

 UNIVERSITY of HAWAII
KAPI'OLANI
COMMUNITY COLLEGE

MEMORANDUM

September 19, 2019

TO: [REDACTED]
Health Sciences Department

FROM: [REDACTED]
Dean of Health Academic Programs

SUBJECT: Lecturer Step Placement Update Form

We are in receipt of your request to update your lecturer step placement. It has been determined that you have earned a total of 77 credits from Fall 2014 to Spring 2017.

You should be receiving a Payroll Notification Form (PNF) soon, delineating your updated credits indicating a Step Movement to Step B effective Spring 2020.

Please contact your department chair if you have any questions.

LR:ku

xc: [REDACTED] Department Chair
✓HR

NOTE: For the **Step Update Memo**, please print on Dean's letter head

Lecturer Step Placement Update Email



Step Update Application confirmation email from HR to Employee

Lecturer Hire Resources

Lecturer Hire

- [Flow Chart – New Hire Lecturer](#) (pdf)
- [Form 17 – Recruitment Selection Form](#) (xls) – Recruitment/Selection Form
- [Lecturer Pool List](#) (pdf)
- [Lecturer Hire Document Checklist](#) (pdf)
- [New Hire/Rehire Checklist – Casual/Overload/Summer Session](#) (pdf)
- [Request to Hire from Different Campus](#) (pdf)
- [Form 20 Effective Fall 2021 – Casual/Overload/Lecturer Appointments \(Kuali Build\)](#)
- [JH Form 22](#) (pdf) – Lecturer Work Schedule Disclosure Form
- [Record of Outside Employment Form](#) (A9.240 Attachment 1)
- [KapCC Lecturer Initial Step Placement](#) (pdf)
- [KapCC Lecturer Step Placement Guidelines](#) (pdf)
- [KapCC Lecturer Step Placement Update](#) (pdf)
- [PTS Deferred Compensation Booklet](#) (pdf)
- [PTS Deferred Compensation PTS Enrollment Form](#) (pdf)

Lecturer Hire Resources ([Click here](#))

Thank you...
ANY QUESTIONS?

Email:

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