

NEW HIRE/RE-HIRE CHECKLIST					
Name: _____		Title: _____			
Appointment Date: _____		FTE: _____		Pos. No: Lecturer	
Place an "x" or date to indicate that the forms have been completed and are attached					
NEW HIRE CHECKLIST	Form	E/M New	FACULTY New	APT New	*UH Transfer ONLY
DEPARTMENT FORMS (TO SUBMIT/COMPLETE ONLINE)					
Original Application for Employment	NeoGov				
Original Transcripts	NeoGov				
Approved Authorization to Hire, Letters of Offer and Acceptance (Submit to HR)	Offer Letter				
UH Form 17, Recruitment, Selection.	UH Form 17				
Invention Disclosure & Assignment Agreement (Submit to HR)	Agreement				
Establish Employee's UH Username	UH Username				N/A
Establish ITS Email Account	Link				N/A
PRIOR TO APPOINTMENT DATE					
Valid Tuberculosis Clearance Certification	TB Clearance				Transfer
SECTION 1 OF I-9 - ON/BEFORE APPOINTMENT DATE					
SECTION 2 OF I-9 - WITHIN 3 DAYS OF APPOINTMENT DATE					
I-9 Employment Eligibility Verification	Form I-9				Transfer
TO INITIATE PAYROLL					
PNF/Form 6	PNF/Form 6				
Photocopy of official Social Security Card	SSN Card				
Personnel Record Card University of Hawai'i	Record Card				N/A
Personnel Record Change Form	Form 33				
Establish Employee UH Number	UH #				
Template for Employees' Retirement Service (ERS) Membership Information	ERS				
UH Form 107 Certification of State of Hawai'i ERS Membership	UH Form 107				
EMPLOYEE FORMS (FOR EMPLOYEE TO COMPLETE & SUBMIT TO HR OFFICE VIA PROGRAM)					
FORMS MUST BE PROCESSED WITHIN 30 DAYS OF APPOINTMENT DATE					
Hawai'i Information Portal (HIP) Direct Deposit:	Online Only				Update?
Multi-Factor Authentication MFA Instructions	MFA				Update?
Direct Deposit	Instructions				
Form HW-4 Employee's Withholding Allowance	Instructions				
Form W-4 Employee's Withholding Allowance	Instructions				
Employee's Designation of Beneficiary For Unpaid Wages	Instructions			Update?	Update?
General Confidentiality Notice (ACER site)	UH Form 92				
Title IX Training: Harassment and Discrimination Prevention	Title IX				
EEO/AA Ethnic Background Form	UH Form 27				
EEO/AA Invitation to Identify Disability or Veteran Status	Link				
ERS Membership Enrollment Form	ERS-1				Update?
Designation of Beneficiary (Contributory or Hybrid Plan Member)	Form 1-A				Update?
Certification of Compliance with Requirements for Employment of a Retirant	ERS-209				
UH Form 109: Act 179 Acknowledgement Form and ERS Flyer	UH Form 109				Update?
Employee's Claim for Prior Creditable Service	UH Form 12				
Employer-Union Trust Fund Enrollment Form (EUTF)	Form EC-1				N/A
Securian Life Insurance Beneficiary Designation/Change for Life Insurance	Life Insurance				
Work Schedule Disclosure Form	UH Form 22				
UH Form 88, Disclosure of the Employment of Relatives	UH Form 88				
Conflicts of Interest Disclosure Form	COI Form				
Record of Outside Employment (to Dean/Department Only)	A9.240				
Application for Faculty/Staff ID Card	ID Card				
KCC Directory Form	Directory Form				
Vacation Addendum for Extramurally Funded Employees	A8.950				
Statement Concerning Employment in a Job Not Covered by Social Security	SSA-1945				
PTS Deferred Compensation Retirement Plan Booklet (PTS Enrollment Form)	PTS Form				
Part-time and Temporary Medical and Prescription Drug Plan	ACER Site Info & Plans				
VOLUNTARY PROGRAMS (EMPLOYEE TO COMPLETE & SUBMIT DIRECTLY TO PLAN ADMINISTRATOR)					
403(b) Tax Sheltered Annuity Program	Enrollment				
457 Deferred Compensation Plan – Island Savings Plan	Enrollment				
HI529 – Hawai'i College Savings Program	Enrollment				
Flexible Spending Account (FSA) - Island Flex (Within 90 days of eligibility)	Enrollment				
*CLICK HERE for detailed information on action to be taken for employees transferring to the University from another state department or state/county jurisdiction.					
NEW HIRE NOTICES FOR EMPLOYEES					
Important Informational Notices for all Current Employees and New Hires	https://ohana.kapiolani.hawaii.edu/docs/notices-to-employees/				