

Casual Hire Checklist

Name \_\_\_\_\_

Department UH-West O'ahu \_\_\_\_\_

Requested Start Date \_\_\_\_\_

Length of appointment, please check one:

\_\_\_\_\_ 89 days (20 hours or more/week) \_\_\_\_\_ Up to 1 year (19 hours or less/week)

Pay rate/Step \_\_\_\_\_

Total Cost of this appointment: \_\_\_\_\_

Account to be charged \_\_\_\_\_

The following forms are required in order to hire a Casual. **All required forms must be submitted at least 5 working days prior to start date. Highlighted items are required to start the hiring process.**

- Casual Hire Checklist
- Appointment letter
- Resume
- Tax Forms:
  - [Federal \(W-4\)](#)
  - [State \(HW-4\)](#)
- [Employment Eligibility Verification \(I-9\)](#) - submit with verifying documents (acceptable documents listed on last page of document)
- [Copy of Social Security Card](#)
- [PTS Deferred Compensation Enrollment Form](#)
- [Salary Assignment Form \(D-60\)](#) – must be typed & signatures on all three copies must be in BLUE INK
- [Employee's Designation of Beneficiary \(D-90\)](#) - **MUST BE PRINTED ON YELLOW PAPER, TYPED & NOTARIZED**
- [Statement Concerning Your Employment in a Job Not Covered by Social Security \(SSA-1945\)](#)
- [UH Form 27, Ethnic Background Form](#)
- [Copy of Tuberculosis Clearance](#)
- [General Confidentiality Notice](#) (need UH username & password to complete)
- [Acknowledgment for Part-time and Temporary Medical and Prescription Drug Plans](#) (need UH username and password to complete)
- [Personnel Record Card](#)
- [Emergency Contact Form](#)

**FOR ERS MEMBER ONLY: If you are a State or County Retiree and an ERS member please complete these additional 2 forms:**

**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS FOR EMPLOYMENT OF A RETIRANT**

**Certification of Retirement Period from the State or County**

**Benefit and Policy Information Memos:**

[Online Timesheet system](#)

[Online Pay Statements](#)

[Establish UH ID/email account](#)

[PTS Informational Booklet](#)

[Official Notice to Faculty, Staff and Students re: Substance Abuse](#)

[Affordable Care Act Notice of Coverage Options \(link doesn't work\)](#)

[Sexual Harassment and Related Conduct Policy](#)

[Workplace Non-Violence Policy \(See E9.210\)](#)

[State Ethics Guidelines](#)

[Nondiscrimination and Affirmative Action Policy](#)