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.

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