

Casual Hire Checklist

Name: _____

Department: _____ Requested Start Date (mm/dd/yyyy): _____

Length of appointment:

89 days (20+ hours per week)

Up to 1 year (19 hours or less/week)

Pay rate/Step: _____ Total Cost of this appointment: _____

Account to be charged: _____

Required Forms

The following forms are required in order to hire a Casual. All required forms must be submitted at least 5 days working days prior to start date. **Items marked with a trailing asterisk (*) are required to start the hiring process.**
 NOTE FOR FEDERAL FUNDED APPOINTMENTS FORMS MUST BE SUBMITTED 2 WEEKS PRIOR TO START DATE.

Document	Completed
Casual Hire Checklist	
Appointment Letter	
Resume	
Federal (W-4) Tax Form *	
State (HW-4) Tax Form *	
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 *	

Required Forms (cont'd)

Document	Completed
Salary Assignment Form (D-60) Must be typed & signature on all three copies must be in blue ink	
Employee's Designation 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 Requires UH username and password to complete	
Acknowledgment of Part-Time and Temporary Medical and Prescription Drug Plans Requires UH username and password to complete	
Personnel Record Card	
Emergency Contact Form	

For ERS Members Only

If you are a State or County Retiree and an ERS member, please complete these additional 2 forms:

Document	Completed
Certification of Compliance with Requirements for Employment of a Retirant	
Certification of Retirement Period from the State 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](#)
- [Sexual Harassment and Related Conduct Policy](#)
- [Workplace Non-Violence Policy](#)
- [State Ethics Guidelines](#)
- [Nondiscrimination and Affirmative Action Policy](#)