

Employee Name: \_\_\_\_\_

Email/ Phone: \_\_\_\_\_

Status:  New Hire  Rehire

Student Position Title: \_\_\_\_\_

Requesting Supervisor Name/Signature: \_\_\_\_\_

<b>UH CAMPUS SERVICES - STUDENT NEW HIRE FORMS CHECKLIST</b>		Revised 1/7/2020	Student Hire
<b>FORMS TO BE COMPLETED:</b>			
<a href="#">Student Application &amp; Class Schedule (2 separate forms)</a>			
<a href="#">Personnel Record Card</a>			
<a href="#">Form I-9: Employment Eligibility Verification</a> <b>Log in to SECE and present original documents to SECE)</b>			SECE
<a href="#">Multi-Factor Authentication (MFA) for your UH Account) - Complete online</a> <b>This step is required to enroll and access your HIP account.</b>			REQUIRED
<a href="#">Hawaii Information Portal (HIP): Direct Deposit, Tax Withholdings &amp; Beneficiary - Complete online</a> <b>This is mandatory for all employees.</b> <a href="#">HIP Enrollment Instructions</a>			REQUIRED
<a href="#">ACER website: General Confidentiality</a> or <a href="#">UH Form 92: General Confidentiality Form</a>			
<a href="#">ACER website: Part-time Medical &amp; Drug Plan</a>			
<a href="#">Student Assistant FICA Exemption Questionnaire</a>			
<a href="#">PTS Deferred Compensation Enrollment Form (If applicable for Summer Session)</a>			If FICA is "K"
<a href="#">UH Form 88: Disclosure of the Employment of Relatives (Complete if applicable)</a>			
<a href="#">Federal Work Study Policies</a>			IF FWS
<a href="#">UHM PUBLIC SAFETY STUDENTS ONLY: Criminal History Record Clearance</a>			
<b>INFORMATION TO KEEP FOR REFERENCE:</b>			
<a href="#">Form W-4: Employee's Withholding Allowance Certificate</a>			
<a href="#">Form HW-4: Employee's Withholding Exemption &amp; Status Certificate (Rev 2018)</a>			
<a href="#">Student Payroll Schedule</a>			
<a href="#">PTS Deferred Compensation Booklet (If applicable for Summer Session)</a>			
<a href="#">Notice to Employees: Tax Deferred Annuity (TDA) Program Info</a>			
<a href="#">Notice to Employees: Campus Security Brochure</a>			
<b>INFORMATION TO KEEP FOR REFERENCE, SIGN &amp; RETURN ACKNOWLEDGEMENT:</b>			
Position Description (from Supervisor)			
<a href="#">Employee Manual-Bookstore</a>			
Employee Manual-Campus Services, Aux Services, Public Safety (from Supervisor)			
<a href="#">Smoke Free Workplace</a>			
<a href="#">EEO Policies: Nondiscrimination, Sexual Harassment &amp; Related Policies</a>			
<a href="#">Workplace Non-Violence Policy</a>			
<a href="#">Drug-Free Workplace</a>			

**"I hereby acknowledge that I have received the policies and forms indicated above.  
I understand that failure to abide by these policies may result in disciplinary action, up to and including dismissal."**

Print Name

Signature

Date