

**People, Culture, and Technology Services
Pro Rata (Less than 18 months) Checklist & Workflow**

Employee Name: _____ PeopleSoft Empl ID : _____
 Location: _____ Supervisor/Manager: _____
 Dept: _____ Requested Start Date: _____

1/ Campus Verify

- _____ Personnel Action Sheet (PAS) Adjunct/OL
- _____ Personal Profile Form
- _____ Live Scan Reverification Date _____
- _____ Live Scan Clearance Date _____ (If originally fingerprinted **prior** to 1/1/2000)
- _____ TB Risk Assessment and/or Examination
- _____ AFT Membership Packet
- _____ Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945)
- _____ Designation of Beneficiary for Final Pay Warrant
- _____ Retirement System Status Information
- _____ Medical Certificate for Returning Retirees
- _____ W-4 (Federal Tax Withholding)
- _____ DE-4 (California Tax Withholding)
- _____ Direct Deposit Enrollment & Updating

Type your name: _____ Date _____

2/ Employment Verify

- | | | |
|-----------------------|------------------------|-------------------------|
| _____ Modify a Person | _____ Update Dist GL | _____ Competencies |
| _____ Job Data | _____ Physical Exam/TB | _____ Emergency Contact |
| _____ MQs | _____ Person Profiles | |

Type your name: _____ Date _____

3/ Compensation

- | | |
|--|----------------------------|
| _____ Salary Placement (Job Data) | _____ Pro-Rata Contract |
| _____ Retro/Pay Adjust (If Applicable) | _____ Setup Add'l Pay, EQP |

Type your name: _____ Date _____

4/ Retirement

- | | | |
|---------------------------|------------------------|--------------|
| _____ FBC/STRS Retirement | _____ Sew / My CalPERS | _____ Leaves |
|---------------------------|------------------------|--------------|

Type your name: _____ Date _____

5/ Payroll

- | | | |
|------------------|--------------------------|----------------------|
| _____ Picture ID | _____ Direct Deposit | _____ Date TB Pulled |
| _____ Taxes | _____ Dues, Workers Comp | |

Type your name: _____ Date _____ Rev. 4-10-24