People, Culture, and Technology Services
Adjunct 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 Clearance Date _____
_____ I-9 Clearance Date _____
_____ Complete Application
_____ Official Transcript(s) (OT) or Date OT(s) were requested   _____
_____ Verification of Previous Work Experience
_____ TB Risk Assesment and/or Examination
_____ AFT Membership Packet
_____ CalSTRS Permissive Membership (must indicate: elect or decline)**
_____ CalSTRS Beneficiary Designation (if STRS is elected)
_____ 3121 Enrollment- Beneficiary Designation
_____   ** if declined STRS, then 3121 Plan form must be completed
_____ Statement Concerning Your Employment in a Job Not Covered by Social Security
_____ Designation of Beneficiary for Final Pay Warrant
_____ Retirement Sysytem Status Information
_____ Medical Certificate for Returning Retirees

Type your name: _____ Date _____

2/ Employment Verify

_____	Modify a Person/Add a _____	Physical Exam/TB	_____	Person Profiles
_____	Job Data	_____	Update Dist GL	_____	Competencies
_____	MQs	_____	Emergency Contact	_____	MQ Reminder Email
				_____	Adjunct Log

Type your name: _____ Date _____

3/ Compensation

_____ Salary Placement Workup for File
_____ Verification of Previous Work Experience   _____ Date Rec'd
_____ Transcripts   _____ Date Rec'd
_____ Salary Placement Email To Employee (Communication)
_____ Retro/ Pay Adjustment (If Applicable)

Type your name: _____ Date _____

4/ Retirement

_____ FBC/STRS Retirement
_____ 450 Plan   _____ 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. 3-12-24