

**People, Culture, and Technology Services**  
**NANCE Rehire (60+ Days) Checklist & Workflow**

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

**1/ Campus Verify**

- \_\_\_\_\_ Personnel Action Sheet (PAS) NANCE
- \_\_\_\_\_ NANCE Short-Term Board Request Form (for Personal Services Contract assignments)
- \_\_\_\_\_ Personal Profile Form
- \_\_\_\_\_ Live Scan Reverification Date \_\_\_\_\_
- \_\_\_\_\_ Complete Application (if a different job title)
- \_\_\_\_\_ Student Enrollment Verification, NANCE and Class Schedule (for Students)
- \_\_\_\_\_ 3121 Enrollment- Beneficiary Designation Form
- \_\_\_\_\_ TB Risk Assessment and/or Examination (only if expired)
- \_\_\_\_\_ 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
- \_\_\_\_\_ CalPERS Notice of Exclusion from CalPERS Membership for State Agencies
- \_\_\_\_\_ CalPERS Member Reciprocal Self-Certification Form (If applicable)
- \_\_\_\_\_ CalPERS Pre-Retirement Lump-Sum Beneficiary Designation (If applicable)
- \_\_\_\_\_ 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**

- |                                |                         |
|--------------------------------|-------------------------|
| _____ Modify a Person          | _____ Physical Exam/TB  |
| _____ Job Data                 | _____ Person Profiles   |
| _____ Add Term Row to Job Data | _____ Emergency Contact |
| _____ Update Dist GL           | _____ BSD/CSD Date      |

Type your name: \_\_\_\_\_ Date \_\_\_\_\_

**3/ Retirement**

- \_\_\_\_\_ PERS Retirement (If indicated that EE was a prior member of CalPERS)
- \_\_\_\_\_ Retirement System Status Information
- \_\_\_\_\_ Leaves
- \_\_\_\_\_ Sew / My CalPERS

Type your name: \_\_\_\_\_ Date \_\_\_\_\_

**4/ Payroll**

- \_\_\_\_\_ Taxes
- \_\_\_\_\_ Dues, Workers Comp
- \_\_\_\_\_ Direct Deposit
- \_\_\_\_\_ Date TB Pulled

Type your name: \_\_\_\_\_ Date \_\_\_\_\_