A C A D E M I C
Human Resources Checklist & Workflow

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

1/ Employment Verify of Paper Forms

_____ Personnel Assignment Status Sheet (PAS Sheet)
_____ Copy of Personal Profile Form
_____ Copy of Online Application
_____ > App. Includes Conviction Questionnaire
_____ > App. Includes EEO Survey
_____ Academic Employment Contract (3 full sets)
_____ Parking Permit Application (please route to appropriate SDCCD Parking Office)
_____ SSA-1945 Form (Employment in Job not covered by Social Security)
_____ Beneficiary Designation for Deceased Employee
_____ Physical Exam
_____ TB Exam
_____ Live Scan Clearance Date
_____ Minimum Qualifications (MQ)

Signature _____ Date _____

2/ Employment Verify

_____ Onboarding Demographics
_____ Position
_____ GL
_____ TB
_____ Person Profile

Signature _____ Date _____

3/ Compensation

_____ Salary Placement Workup
_____ Salary Acceptance Form
_____ Review Academic Employment Contract
_____ Verification of Employment (VOE) _____ Date Rec'd
_____ Transcripts _____ Date Rec'd
_____ Salary Placement Email To Employee (Communication)
_____ Retro/ Pay Adjustment (If Applicable) 120 day rule
_____ Date to Employment
_____ Date Complete for Salary

Signature _____ Date _____

4/Benefits

_____ Beneficiary Designation _____Life Ins. _____ STRS Retirement
_____ VEBA Enrollment Form
_____ Delta Dental / VSP Enrollment Form
_____ Birth Certificate / Marriage Certificate
_____ AFT Blue Dues Card
_____ PERS Reciprocal Form

Signature _____ Date _____

5/ Retirement

_____ CalSTRS
_____ Right of election form (If indicated)

Signature _____ Date _____

6/ Payroll

_____ Photo ID
_____ Taxes
_____ Dues, Workers Compensation
_____ Override General Deductions
_____ Direct Deposit
_____ Date TB Pulled

Signature _____ Date _____

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