

**People, Culture, and Technology Services
NANCE to Adjunct Checklist & Workflow**

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

1/ Campus Verify

_____ Personnel Action Sheet (PAS) Adjunct/OL
_____ Complete Application
_____ Official Transcript(s) (OT) or Date OT(s) were requested _____
_____ Verification of Experience (VOE)
_____ AFT Membership Packet
_____ CalSTRS Permissive Membership (must indicate: elect or decline)**
_____ CalSTRS Beneficiary Designation (if STRS is elected)
_____ 3121 Enrollment - Beneficiary Designation Form
_____ ** if declined STRS, then 3121 Plan form must be completed
_____ Statement Concerning Your Employment in a Job Not Covered by Social Security(SSA-1945)

Type your name: _____ Date _____

2/ Employment Verify

_____ Job Data _____ Update Dist GL _____ MQs
_____ Competencies

Type your name: _____ Date _____

3/ Compensation

_____ Salary Placement Workup for File
_____ Verification of Employment _____ 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