

ADJUNCT TO NANCE
Human Resources Checklist & Workflow

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

1/ Campus Verify

- _____ Non-Academic Non-Classified Personnel Action Sheet (NANC PAS)
- _____ NANC Position Authorization Form (for Personal Services Contract assignments)
- _____ Complete Application
- _____ Student waiver and class schedule (for Students)
- _____ Enrollment/Beneficiary Designation for FICA Alternative (3121 Plan)
- _____ SSA-1945 Form (Employment in Job not covered by Social Security)
- _____ Notice of Exclusion from CalPERS Membership for State Agencies

Signature _____ Date _____

2/ Employment

- _____ Job Data
- _____ Add Term Row to Job Data
- _____ Department Budget Table

Signature _____ Date _____

3/ Retirement

- _____ PERS Retirement (If indicated that EE was a prior member of CalPERS)
- _____ Retirement Status Form
- _____ Leaves
- _____ Sew / My CalPERS

Signature _____ Date _____

4/ Payroll

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

Signature _____ Date _____