

NANCE

Human Resources Checklist & Workflow

Employee Name: _____

PeopleSoft Empl ID : _____

Location: _____

Supervisor/Manager: _____

Dept: _____

Requested Start Date: _____

1/ Campus Verify

- _____ Personnel Action Sheet (PAS Sheet)
- _____ NANCE Position Authorization Form (for Personal Services Contract assignments)
- _____ Copy of Personal Profile Form
- _____ Live Scan Clearance Date _____
(do not send any materials such as Live Scan Application, or email results)
- _____ Copy of Online Application (Incl EEO Survey)
- _____ Student waiver and class schedule (for Students)
- _____ Enrollment/Beneficiary Designation for FICA Alternative (3121 Plan)
- _____ Tuberculosis Clearance Certification
- _____ SSA-1945 Form (Employment in Job not covered by Social Security)
- _____ Beneficiary Designation for Deceased Employee
- _____ Retirement Status Form
- _____ Notice of Exclusion from CalPERS Membership for State Agencies
- _____ Parking Permit Application (please route to appropriate SDCCD Parking Office)
- _____ Medical Certificate (returning retirees only)

Signature _____ Date _____

2/ Employment

- _____ Onboarding Demographics
- _____ Position
- _____ GL
- _____ TB
- _____ Personal Profile

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 _____