

NANCE TO ADJUNCT
Human Resources Checklist & Workflow

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

1/ Campus Verify

_____ Adjunct Personnel Action Sheet (Adjunct PAS)
_____ Complete Application
_____ Official Transcripts
_____ Verification of Experience (VOE)
_____ CalSTRS Permissive Membership Form (must indicate: elect or decline)**
_____ CalSTRS Recipient Designation (if STRS is elected)
_____ Enrollment/Beneficiary Designation for FICA Alternative (3121 Plan) **
 ** if declined STRS, then 3121 Plan form must be completed
_____ SSA-1945 Form (Employment in Job not covered by Social Security)

Signature _____ Date _____

2/ Employment Verify

_____ Job Data _____ Dept Budget Table _____ MQs
_____ Competencies

Signature _____ Date _____

3/ Compensation

_____ Salary Placement Workup for File
_____ Verification of Employment (VOE) _____ Date Rec'd
_____ Transcripts _____ Date Rec'd
_____ Salary Placement Email To Employee (Communication)
_____ Retro/ Pay Adjustment (If Applicable)

Signature _____ Date _____

4/ Retirement

_____ FBC/STRS Retirement _____ Sew / My CalPERS _____ Leaves
_____ 450 Plan

Signature _____ Date _____

5/ Payroll

_____ Picture ID _____ Direct Deposit _____ Date TB Pulled
_____ Taxes _____ Dues, Workers Comp

Signature _____ Date _____