

PRO RATA

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)
- _____ Personal Profile Form (Name change)
- _____ Live Scan Reverification Date _____
- _____ I-9 Reverification Date _____
- _____ Tuberculosis Assessment Certification (only if expired)
- _____ SSA-1945 Form (Employment in Job not covered by Social Security)
- _____ Beneficiary Designation for Deceased Employee
- _____ Retirement Status Form
- _____ Medical Certificate (returning retirees only)

Signature _____ Date _____

2/ Employment Verify

- | | | |
|------------------------------------|---------------------------|-------------------------|
| _____ Modify a Person/Add a Person | _____ Physical Exam/TB | _____ Person Profiles |
| _____ Job Data | _____ Dept Budget Table | _____ Competencies |
| _____ Minimum Quals | _____ Pull Personnel File | _____ Emergency Contact |

Signature _____ Date _____

3/ Compensation

- | | |
|--|----------------------------|
| _____ Salary Placement (Job Data) | _____ Pro-Rata Contract |
| _____ Retro/Pay Adjust (If Applicable) | _____ Setup Add'l Pay, EQP |

Signature _____ Date _____

4/ Retirement

- | | | |
|---------------------------|------------------------|--------------|
| _____ FBC/STRS Retirement | _____ Sew / My CalPERS | _____ Leaves |
|---------------------------|------------------------|--------------|

Signature _____ Date _____

5/ Payroll

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

Signature _____ Date _____