

A D J U N C T
Human Resources Checklist & Workflow

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

1/ Campus Verify

- _____ Tentative Assignment Offer (TAO)
- _____ 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
 - > App. Includes Conviction Questionnaire
 - > App. Includes EEO Survey
- _____ Minimum Qualifications (MQ)
- _____ Official Transcripts
- _____ Verification of Experience (VOE)
- _____ Tuberculosis Clearance Certification
- _____ Parking Permit Application (please route to appropriate SDCCD Parking Office)
- _____ CalSTRS Permissive Membership Form (must indicate: elect or decline)**
- _____ 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)
- _____ Beneficiary Designation for Deceased Employee
- _____ Retirement Status Form
- _____ Medical Certificate (returning retirees only)

Signature _____ Date _____

2/ Employment Verify

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

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

Signature _____ Date _____

5/ Payroll

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

Signature _____ Date _____