

CLASSIFIED

Human Resources Checklist & Workflow

Employee Name: _____
Location: _____
Dept: _____

PeopleSoft Empl ID : _____
Supervisor/Manager: _____
Requested Start Date: _____

1/ Employment Verify of Paper Forms

_____	Personnel Assignment Status Sheet (PAS Sheet)	_____	Physical Exam
_____	Copy of Personal Profile Form	_____	TB Exam
_____	Copy of Online Application	_____	Live Scan Clearance Date
_____	> App. Includes Conviction Questionnaire		
_____	> App. Includes EEO Survey		
_____	Classified Management Employment Contract, if applicable (3 full sets)		
_____	Parking Permit application		
_____	Beneficiary Designation for Deceased Employee		

Signature _____ Date _____

2/ Employment Verify

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

Signature _____ Date _____

3/ Compensation

_____	Salary Placement Workup	_____	Date to Employment
_____	Salary Acceptance Form	_____	Date Complete for Salary
_____	Review Classified Management Employment Contract (if applicable)		
_____	Verification of Employment (VOE)	_____	Date Rec'd
_____	Transcripts	_____	Date Rec'd
_____	Salary Placement Email To Employee (Communication)		
_____	Retro/ Pay Adjustment (If Applicable) 120 day rule		

Signature _____ Date _____

4/Benefits

_____	Beneficiary Designation	_____	Life Ins.	_____	PERS Retirement
_____	VEBA Enrollment Form				
_____	Delta Dental / VSP Enrollment Form	_____		_____	AFT Blue Dues Card
_____	Birth Certificate / Marriage Certificate	_____		_____	PERS Reciprocal Form

Signature _____ Date _____

5/ Retirement

_____	Sew / My CalPERS	_____	PERS Retirement	_____	Right of election form (If indicated)
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Signature _____ Date _____

6/ Payroll

_____	Photo ID	_____	Dues, Workers Comp	_____	Direct Deposit
_____	Taxes	_____	Comp Plan Enrollment	_____	Date TB Pulled

Signature _____ Date _____