

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

> App. Includes Conviction Questionnaire

> App. Includes 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 _____