

**PERSONNEL FORMS CHECKLIST  
CASUAL/OVERLOAD APPOINTMENTS  
COLLEGE OF TROPICAL AGRICULTURE & HUMAN RESOURCES**

Name \_\_\_\_\_ Department \_\_\_\_\_

The following personnel forms or documents must be submitted with the UH Form 6 (Overload and Casual Notification of Personnel Action).

	<u>CASUAL</u>	<u>OVERLOAD</u>
Approved Casual Hire Memo	_____	
Hawaii State Employment Service Job Order Form	_____	
UH Form 3, Request for Authorization of Overload		_____
Form W-4, Employee's Withholding Allowance Certificate (Federal)	_____	
Form HW-4, Employee's Withholding Allowance and Status Certification (State)	_____	
Valid Tuberculosis Clearance Certification (See A9.520)	_____	
Copy of Social Security Card	_____	
Form I-9, Employment Eligibility Verification (Must be submitted within 3 days of hire)	_____	
Form D-60, Salary Assignment/Cancellation (Optional)	_____	
Form D-90, Employee's Designation of Beneficiary – State of Hawai'i (unpaid wages)	_____	
Executive Policy E11.210: Illegal Drugs and Substance Abuse	_____	
Invention Disclosure & Assignment Agreement (See E5.500)	_____	
Copy of current PNF (if not CTAHR employee)		_____
UH Form 1 (Leave card, for those on vacation accrual)		_____

**PTS DEFERRED COMPENSATION:**

Is individual employed elsewhere? **YES/NO** If **yes**, please indicate (e.g. private, state, city, county, DOE).

\_\_\_\_\_ (Attach copy of appropriate SF-5 from other state agency or DOE)

Submitted by \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

***CTAHR Personnel Use Only:***

	<u>Sent</u>	<u>Date</u>	<u>Initials</u>
New Hire Information Memo	_____	_____	_____