Non-Student

Hourly Employee Document Checklist

Employee Name: _____________________________ Date: ______________________
Supervisor: __________________________________ Sup’r Ext: _________________
Department: ________________________________ Position: __________________

1. _____ Hourly Application
2. _____ Personnel Action Form
3. _____ Employment Eligibility Form (I-9)
4. _____ Social Security Card (signed) and Photo ID (i.e. CDL, Passport) – 2 copies
5. _____ W-4 & DE-4 Forms (Federal and State Tax Forms)
6. _____ Loyalty Oath Form
7. _____ Student Unit Load Certification / Non-Student Employee Statement
8. _____ Request for LiveScan – for non-student hourly’s only (COM Police x7455)
9. _____ TB Clearance (COM Health Center x7458)
10. _____ STRS/PERS Prior Retirement Memo
11. _____ CalPERS Notice of Exclusion
12. _____ Direct Deposit Form (voided check needed)
13. _____ EDD Unemployment Insurance Information (To Employee)

HR USE ONLY:

☐ M#________________
☐ 1. PPAIDEN
☐ 2. PEAEMPL
☐ 3. NBAJOBS
☐ 4. Email M00 to Dept. Admin. Assistant