

LEEWARD COMMUNITY COLLEGE HUMAN RESOURCES OFFICE  
NEW HIRE (8 OR MORE CREDITS)

- [ ] Photocopy Of Social Security Card
- [ ] [Personnel Record](#)
- [ ] [Federal Tax Form](#) (W-4)
- [ ] [State Tax Form](#) (HW-4)
- [ ] [Work Schedule Disclosure Form](#)
- [ ] [Employment Eligibility Verification](#) (I-9)
- [ ] [Salary Assignment/Cancellation Form](#) (D-60) AND INSTRUCTIONS
- [ ] [Act 179 Acknowledgement Form](#) (UH 109)
- [ ] [Disclosure of the Employment of Relatives \(if applicable\)](#)
- [ ] [ERS-209, Certification of Compliance with Requirements for Employment of a Retiree](#)  
(if ERS retiree)
- [ ] [Employee Identification Card Application](#)
- [ ] [Employee Self-Identification](#)
- [ ] [Employee's Claim For Prior Creditable Service](#)
- [ ] [Employee's Designation Of Beneficiary](#) (D-90) (MUST BE TYPED, PRINTED ON YELLOW PAPER  
FRONT & BACK)
  
- [ ] [General Confidentiality Notice](#)
- [ ] [Initial Lecturer Step Placement Form](#)
- [ ] [Invitation To Self-Identify Disability Or Veterans Status](#)
- [ ] [ERS Claim For Service](#) (EC&B 24)
- [ ] [ERS Designation Of Beneficiary](#) (Form 1-A) (MUST BE PRINTED ON GOLDENROD)
- [ ] [ERS Membership Enrollment Form](#) (ERS-1)
- [ ] [Hybrid Plan Summary](#)
- [ ] [EUTF Health Benefits Reference Guide](#)
- [ ] [EUTF Enrollment Form](#) (EC-1)
- [ ] [EUTF Rates](#)
- [ ] [Group Life Insurance Beneficiary Designation Form](#)
- [ ] [Hawaii College Savings Program](#) (may enroll at anytime)
- [ ] [Conflicts Of Interest Disclosure Form](#)
- [ ] [Employee Benefits Summary Handout](#)
- [ ] [Equal Employment/Affirmative Action Letter](#)
- [ ] [Notice To Lecturers](#)
- [ ] [Premium Conversion Plan Notice](#) (within 90 days of a qualified change of status)
- [ ] [TB Clearance Notice](#)
- [ ] [Affordable Care Act Notice](#)
- [ ] [Health Insurance Portability and Accountability Act of 1996](#) (HIPAA) Notice
- [ ] [Island Flex Flexible Spending Accounts](#) (may enroll within 90 days from appointment date)
- [ ] [Campus Safety And Security](#)
- [ ] [Sexual Harassment, Sexual Assault Policy](#) (EP 1.204)
- [ ] [Workplace Non-Violence Policy](#) (EP 9.210)
- [ ] [Employee Assistance Program](#)
- [ ] [Family And Medical Leave Act](#)
- [ ] [Official Notice to Employees Regarding Drug-Free Workplace Policies](#)
- [ ] [Policy On Consensual Relationship](#) (EP 1.203)
- [ ] [Pre-Tax Transportation Benefit Program](#)
- [ ] [Nondiscrimination and Affirmative Action Policy](#) (EP 1.202)
- [ ] [Tax-Deferred Annuity](#)
- [ ] [Title IX Resources Guide](#)
- [ ] [Title IX Training](#)
- [ ] [State Ethics Guidelines](#)
- [ ] [Statement of Professional Ethics](#) (Faculty) (UHCCP 5.211)
- [ ] [Pay Transparency Notice](#)