## LEEWARD COMMUNITY COLLEGE HUMAN RESOURCES OFFICE <u>LECTURER – REHIRE</u> (8 OR MORE CREDITS)

	]	Personnel Record
[	]	Federal Tax Form (W-4)
[	]	State Tax Form (HW-4)
[	]	Work Schedule Disclosure Form
[	]	Employment Eligibility Verification (I-9)
[	]	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 Retirant
		(if ERS retiree)
	]	Employee Identification Card Application
	]	ERS Claim For Service Form (EC&B 24)
	]	ERS Designation Of Beneficiary (Form 1-A) (MUST BE PRINTED ON
		GOLDENROD)
	]	ERS Membership Enrollment Form (ERS-1)
	]	<u>Hybrid Plan Summary</u>
	]	EUTF Health Benefits Reference Guide
	]	EUTF Rates
	]	EUTF Enrollment Form (EC-1)
	]	General Confidentiality Notice
	]	Group Life Insurance Beneficiary Designation Form
	]	<u>Lecturer Step Placement Update Form</u>
	]	<u>Premium Conversion Plan Notice</u> (within 90 days of a qualified change of status)
	]	Affordable Care Act Notice
	]	Health Insurance Portability and Accountability Act of 1996 (HIPAA) Notice
	]	Employee Assistance Program
	]	Family And Medical Leave Act
	]	<u>Tax-Deferred Annuity</u>
		<u>Title IX Resources Guide</u>
[	]	Statement on Professional Ethics (Faculty) (UHCCP 5.211)

Updated: 1/25/19